Shearwell Data
Animal Identification & Management Systems

FarmWorks

by Shearwell Data Ltd

USER MANUAL

Version 07.09.2012

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Before You Start…

System Requirements

Any new computer on the market now will be able to run our software. If you have an older computer then check it against the list below. If it matches or betters these specifications then you will have no problems running our programs.

- ☑ Windows XP (Service Pack 2 or above), Windows Vista, Windows 7
- ☑ A Pentium 350 Mhz processor
- ☑ 32MB of RAM
- ☑ 100MB of free disk space
- ☑ A Graphics card capable of 800 x 600 screen resolution with 256 colours

An Internet connection is required to:

- Use some of the Data Transfer options from within the program.
- Save data to the National Livestock Management Database (NLMD).
- Download an upgrade to the list of medicines held within the program
- Download a standardised list of ailments and death reasons
- Register online.

These are minimum requirements and it should be noted that the program would run faster on a higher specification computer.

You must be set up with administrator rights to install and run FarmWorks by SDL on your PC. This will almost always be the default, unless you are using a user account on the PC which you have specifically set up not be an administrator.

Please note: where used below a ‘click’ refers to a single click of the left-hand button on the mouse. Screens (or functions) are printed in *italics*. Keyboard input is contained in **<**chevrons**>**.

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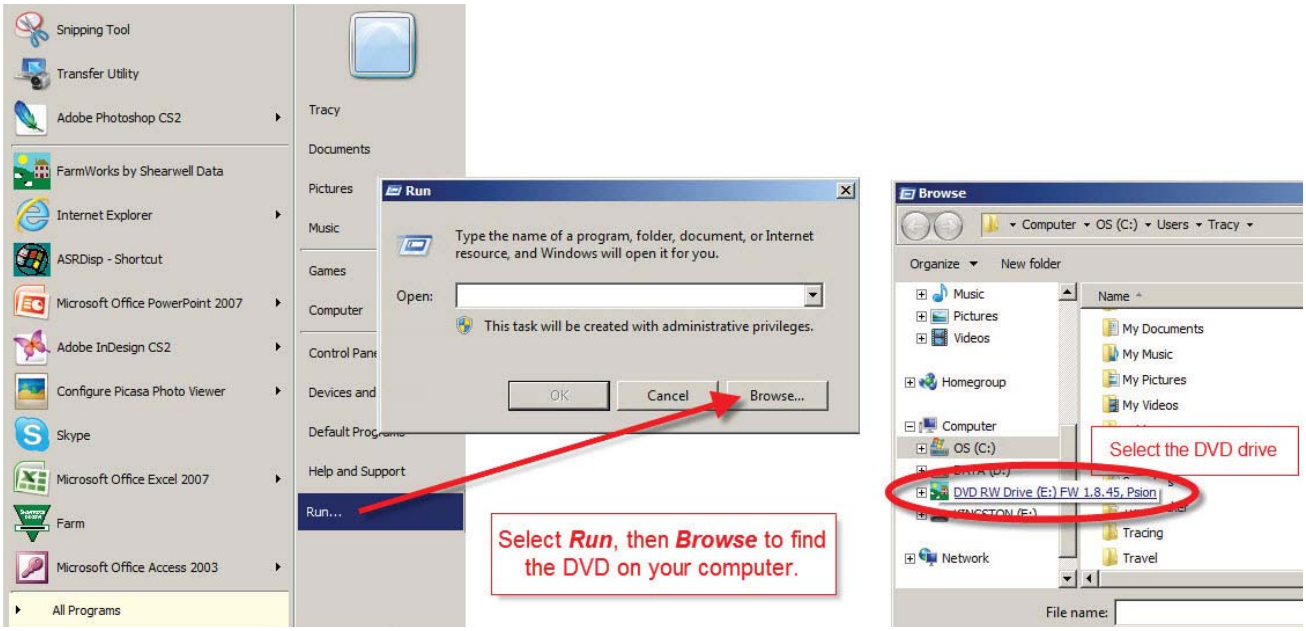
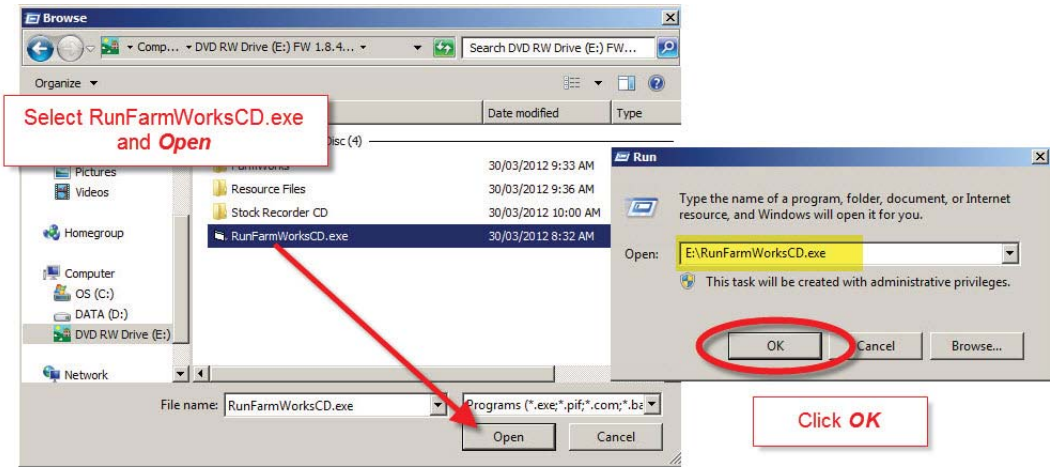
Installing FarmWorks

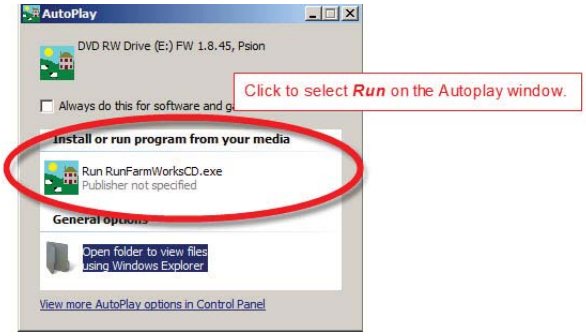
1. Insert your FarmWorks by SDL CD into the CD drive. If your computer has Autorun activated, then the FarmWorks by SDL installation will start automatically.

2. If you have Windows XP and 'Autorun' is not enabled (so the installation does not start automatically), click on the Start button, then click on Run. Click on Browse, pick the CD drive in the Look in: drop down list, double-click RunFarmWorksCD.exe.





3. If your computer is Windows Vista or Windows 7, and you do not have Autorun enabled, you should choose the option to run 'RunFarmWorksCD.exe' when it's presented.
   Note that this may vary slightly depending on the version of Windows you are running and particular settings on your PC. Again, if in any doubt, please call the support line before proceeding.


AutoPlay
DVD RW Drive (E:) FW 1.8.45, Psion
Install or run program from your media
Run RunFarmWorksCD.exe
Publisher not specified
Open folder to view files using Windows Explorer
View more AutoPlay options in Control Panel
Click to select Run on the Autoplay window.

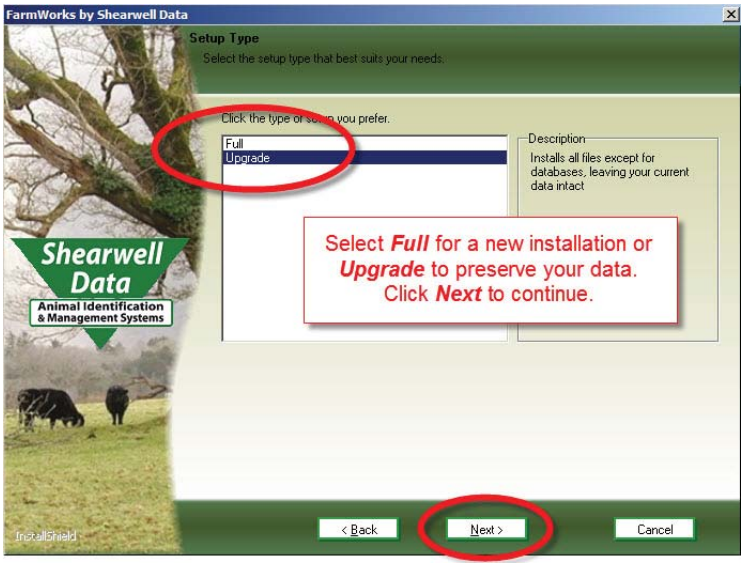
Installing FarmWorks

4. Click on Install/Upgrade FarmWorks. Follow all screen instructions carefully and wait until all processes have finished and all icons have disappeared from the taskbar. Then remove the CD from the drive and store it carefully. If you are instructed to restart your computer, then you must do this before you open the program.

Please choose an application to install
Shearwell Data
Animal Identification & Management Systems
Install FarmWorks first.
Install / Upgrade FarmWorks
Install / Upgrade Stock Recorder
Before upgrading, please make sure you have imported any new data from the Stock Recorder (where applicable) and ensure you have made a backup of your FarmWorks data.
Exit

Please note: If for any reason at a later date you wish to re-install FarmWorks by SDL on the same machine, a full installation will wipe any FarmWorks by SDL data already held on that machine (this is a good way of getting rid of any test data you may have entered when evaluating the product). To retain your data, select an upgrade installation.

Note that this may vary slightly depending on the version of Windows you are running and particular settings on your PC. Again, if in any doubt, please call the support line before proceeding.


FarmWorks by Shearwell Data
Setup Type
Select the setup type that best suits your needs.
Click the type of setup you prefer.
Full
Upgrade
Description
Installs all files except for databases, leaving your current data intact
Select Full for a new installation or Upgrade to preserve your data. Click Next to continue.
Shearwell Data
Animal Identification & Management Systems
InstallShield
< Back
Next >
Cancel

Registration

You will be prompted to register the software after installation, and after entering your farm details into the program. Provided you have purchased the program and supplied us with your holding and herd or flock number you can just click register online.

Alternatively obtain a code by sending an email to support@shearwell.co.uk with your postcode, holding and herd or flock number, or ring us on +44 (0) 1643 841814.

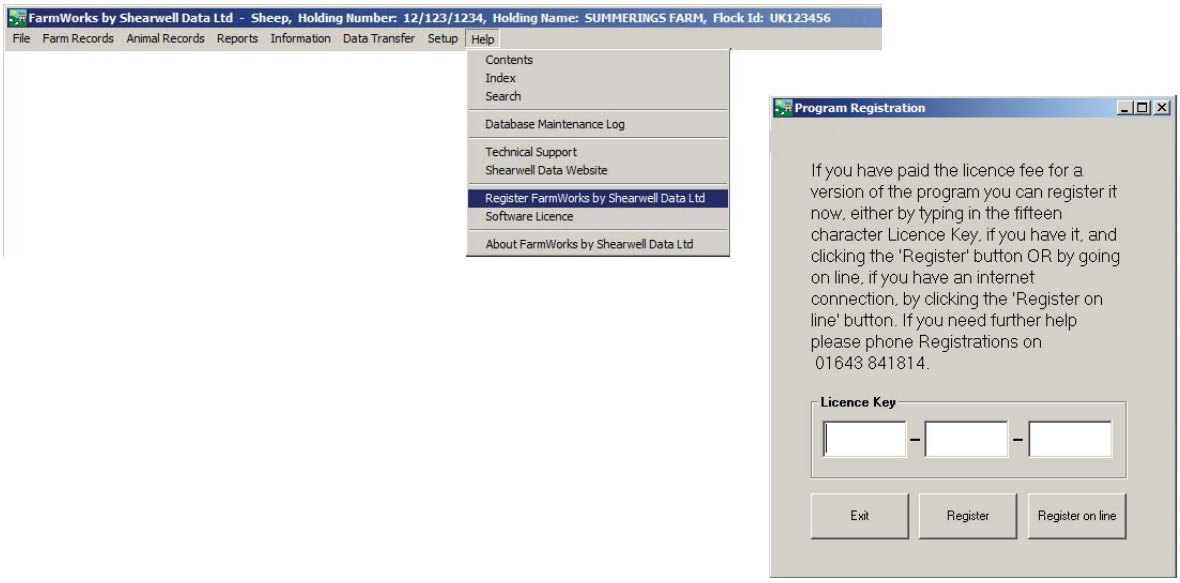
If you have not paid for the full product you will have been automatically issued a demonstration registration on first installing the program, which will be valid for 30 days. The demonstration version will provide you with a copy of the Cattle, Sheep and Flock parts of the system.

If you subsequently decide to purchase FarmWorks by SDL we will issue you a license key. This will be tied in to your specific holding and herd, and still be valid should you decide to install FarmWorks by SDL on another computer. We will need to know your holding number, herd ID and which parts of the system (i.e. Cattle, Sheep and/or Flock) you wish to use.

In activating the full registration you will not lose any of the data you have already entered in the demonstration version.

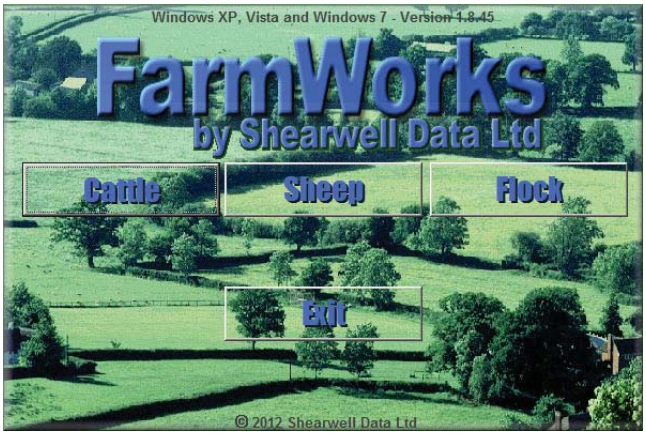
Activate your registration

1. On the top menu bar click on ***File > Help > Register FarmWorks by Shearwell Data Ltd.***
2. Enter the licence key supplied to you.
3. Click ***Register*** or ***Register on line*** if you have an internet connection.


FarmWorks by Shearwell Data Ltd - Sheep, Holding Number: 12/123/1234, Holding Name: SUMMERINGS FARM, Flock Id: UK123456
File
Farm Records
Animal Records
Reports
Information
Data Transfer
Setup
Help
Contents
Index
Search
Database Maintenance Log
Technical Support
Shearwell Data Website
Register FarmWorks by Shearwell Data Ltd
Software Licence
About FarmWorks by Shearwell Data Ltd
Program Registration
If you have paid the licence fee for a version of the program you can register it now, either by typing in the fifteen character Licence Key, if you have it, and clicking the 'Register' button OR by going on line, if you have an internet connection, by clicking the 'Register on line' button. If you need further help please phone Registrations on 01643 841814.
Licence Key
Exit
Register
Register on line

Overview

FarmWorks by SDL is a management program for cattle and sheep. It is split into three sections as below:

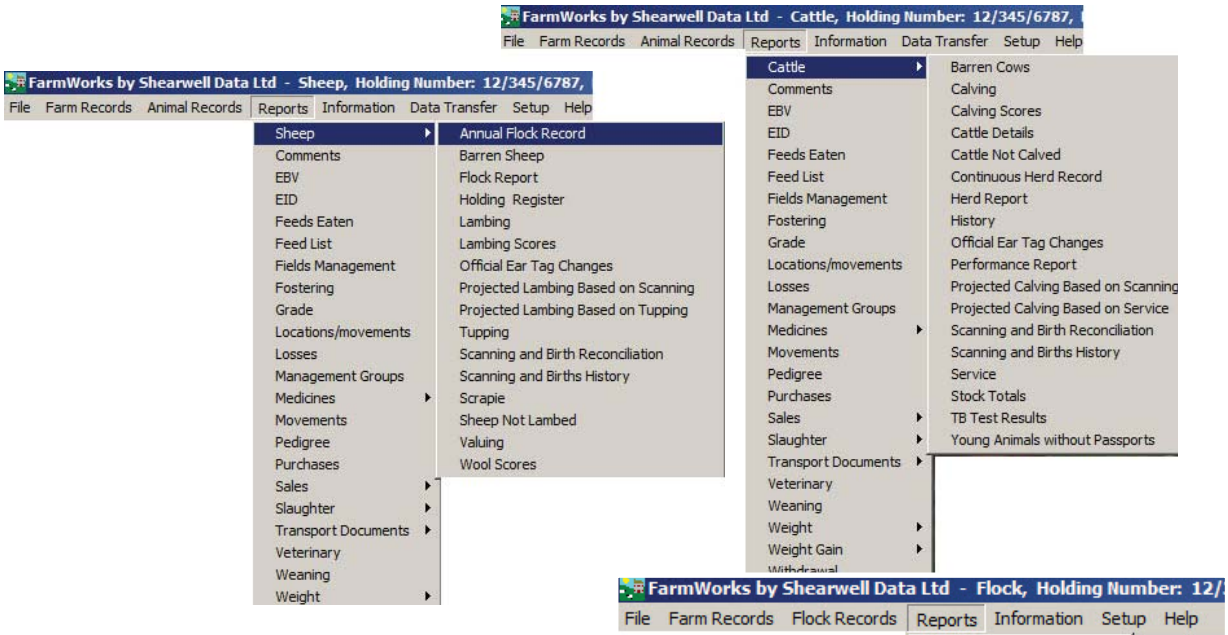


FarmWorks by SDL Cattle

This provides a comprehensive cattle management software system to help you to manage your herd. You can set up your data by downloading information from CTS, then update and compare your records through CTS web services. It links through to BCMS for easy passport application and movement notification. Record keeping functions available include calving, weights, treatment, sales and many others. The software is fully compatible with the Shearwell Data EID systems.

FarmWorks by SDL Sheep

This is a comprehensive management program if you wish to record records for all your sheep on an individual basis. It allows the addition and maintenance of detailed records, from Scrapie results to full pedigree information. There are comprehensive reporting options for breeders, finishers and pedigree farmers, and the software is intended to provide for Trading Standards and Government requirements in the UK. It is also fully compatible with the Shearwell Data EID systems.



FarmWorks by SDL Flock

This allows you to record on a flock basis. Data entered will generate the Holding Register and Medicine Book, giving animal totals in an easy to use format.

The software is intended to provide for Trading Standards and Government requirements in the UK.

Overview

Cattle and Sheep

The Cattle and Sheep parts of the program are very similar; there are obvious differences such as calving as opposed to lambing, and sections unique to one species or the other (e.g. BCMS data transfer for cattle), but generally the overall 'feel' of the program and the available functions are the same. Specific differences for each are dealt with later.

Within each species, the program is split into various sections accessed from the toolbar at the top of the screen. The three you will probably use most are Farm Records, Animal Records and Reports.

File – Use this to back up or restore your data, change between species if you are registered for more than one, or exit the program.

Farm Records – Enter information concerned with your farm, as opposed to any particular animal. For example, holdings you trade with or send animals to for grazing, markets, abattoirs, medicines purchased. There are one or two exceptions, but generally information entered in this section is shared by both species, so if for example you enter details for a market or medicine in the Sheep>Farm Records section it will be visible in the Cattle part of the program too.

Animal Records – This section is concerned with recording information against individual animals or selected groups of animals; for example, recording the birth of a calf or lamb to its dam or recording the movement of fifty animals to market. Information entered under Animal Records is only visible in that particular species' section of the program.

Reports – This is specific to animals for that particular species. Here you can produce reports to show information that you have recorded, for example weights or treatment reports, movement documents, the Sheep Holding Register or Cattle official stock report, and a very wide range of others.

Data Transfer – Allows you to import and export data, for example cattle movements to BCMS or data to or from the Shearwell Stock Recorder (Workabout Pro).

Setup – Mainly used to set options within the program, for example whether or not to have different warning screens displayed, the default gestation period for your animals, screen sizing choices and many others.

Help – Where to go for information, contact numbers, register the program etc.

General Information

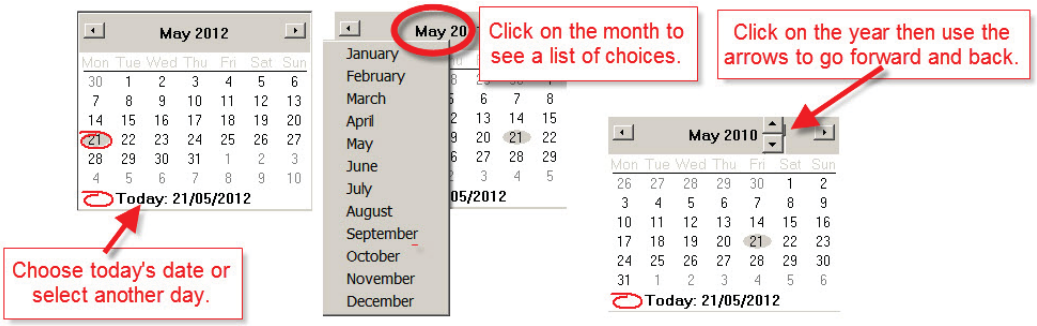
There are various common functions available on most screens throughout the program.

Help

Additional help on completing any screen can be accessed quickly by pressing **<F1>** on the keyboard when in that screen.

Calendars

Dates can be selected from the pop-up calendars. Click on the month to reveal a list of months and click on the year to reveal arrows to select the year. You can also use the side arrows to go back and forward by a month at a time.



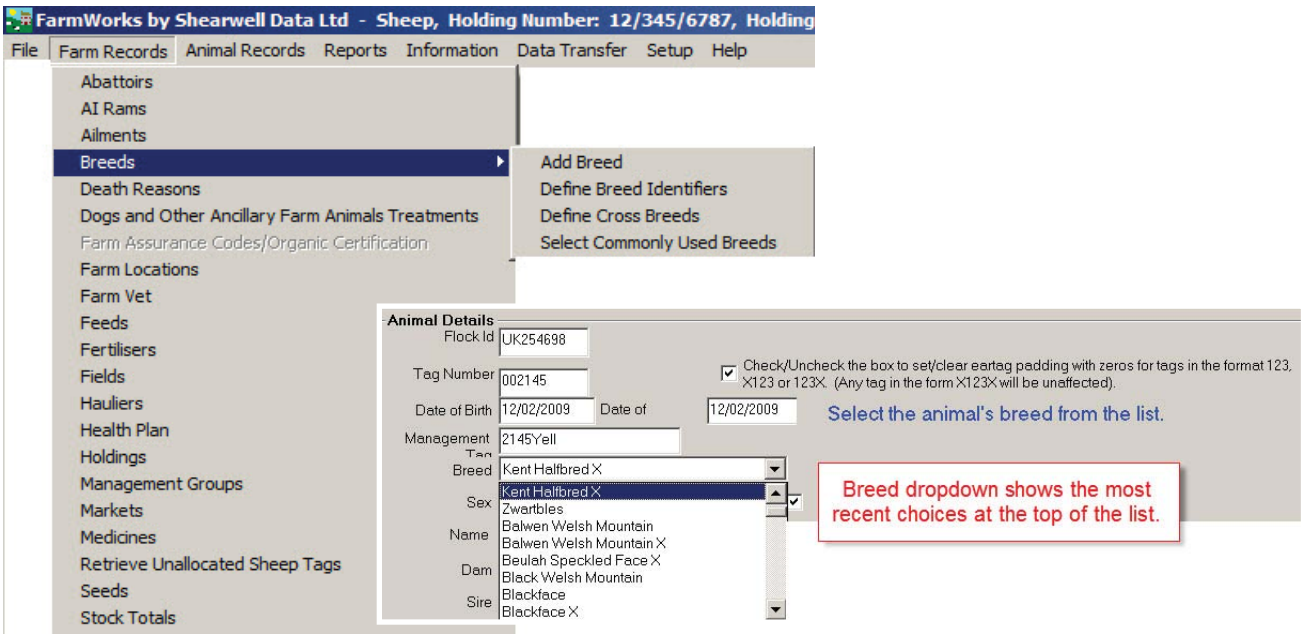
Navigating around the Screen

You can either click in a box using the mouse or use the tab key on the keyboard to navigate around the screen.

Selecting from a drop down list

On text fields where there is a 'drop-down' function available (the field has a downward pointing arrow on the right-hand side), entering the first letter of the text will automatically prompt the first result from the drop-down list that starts with that letter. The required text can also be chosen by clicking on the arrow and selecting from the choices that appear.

The program remembers the breeds you have chosen most often and these will appear at the top of the list. Favourites may also be selected by going to the ***Breeds*** screen under ***Farm Records*** and choosing ***Select Commonly Used Breeds***.



General Information

Understanding Grids

Sorting the columns in the grid

Each column in the grid can be sorted by clicking on the top of the column. Clicking a second time will reverse the order. For cattle, the check digit is ignored and the number is sorted on the individual number part of the tag.

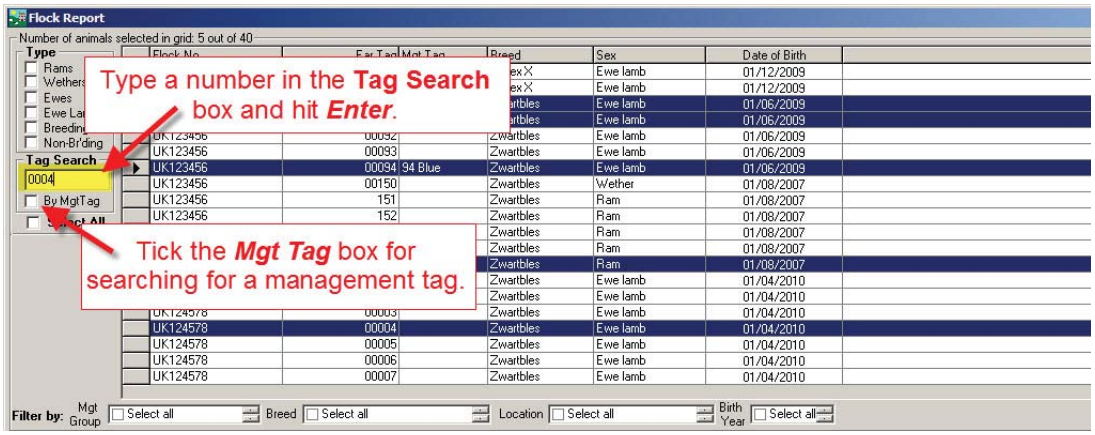
Flock No.	Ear Tag	Mgt Tag	Breed	Sex	Date of Birth
UK123456	00005		Beltex	Ewe	30/11/2007
UK124578	00005		Zwartbles	Ewe lamb	01/04/2010
UK123456	00006		Beltex	Ewe	30/11/2007
UK124578	00006		Zwartbles	Ewe lamb	01/04/2010
UK123456	00007		Beltex	Ewe	30/11/2007
UK124578	00007		Zwartbles	Ewe lamb	01/04/2010
UK123456	00008		Beltex	Ewe	30/11/2007

Searching for an animal in the grid

The way you enter data on any screen is essentially the same and largely self-explanatory. There are several ways to find an animal or multiple animals. Once selected, the animal will be highlighted in the grid.

Searching by Tag Number. Click in the ***Search for Tag*** box, type in the tag number and press the ***Enter*** or return key on the keyboard. As a minimum you must type in the last six digits i.e. 700123. Be aware that if animals are purchased you may have more than one animal with the same individual number, however FarmWorks will show a warning screen if this happens. For multiple selections type in the tag number and hit return / enter on the keyboard and repeat. The animals will all be highlighted in the grid. When all the animals are selected and the other relevant information added in the screen click on the ***OK / Save*** button.

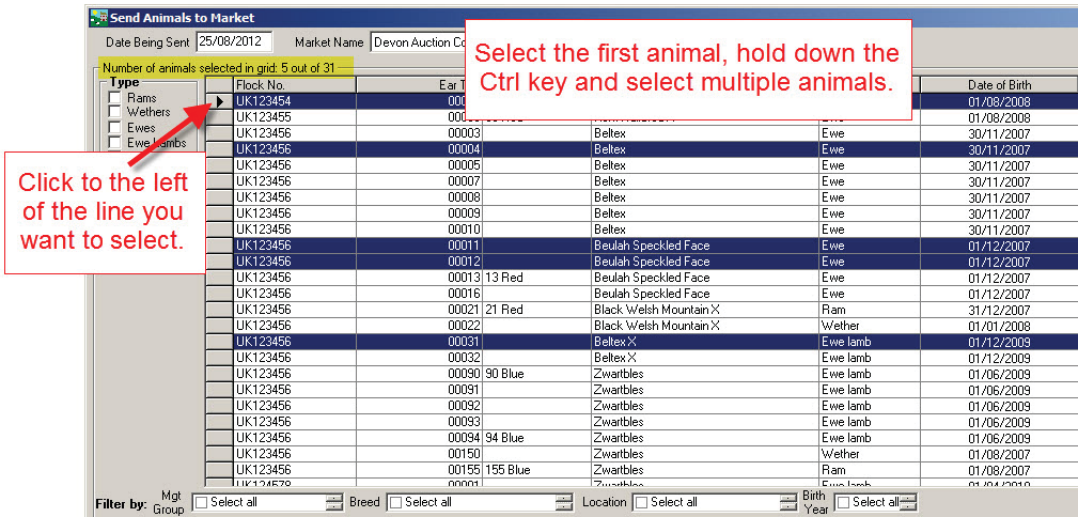
Searching by Management Tag. Animals can also be searched for using a management tag. Tick the ***Mgt Tag*** box and type in the management tag number in the ***Tag Search*** box and press the **<Enter>** key on the keyboard. As above, multiples can be selected by continuing to type a number and pressing the **<Enter>** key.


Flock Report
Number of animals selected in grid: 5 out of 40
Type a number in the Tag Search box and hit Enter.
Tick the Mgt Tag box for searching for a management tag.
Tag Search
0004
By MgtTag
Filter by:

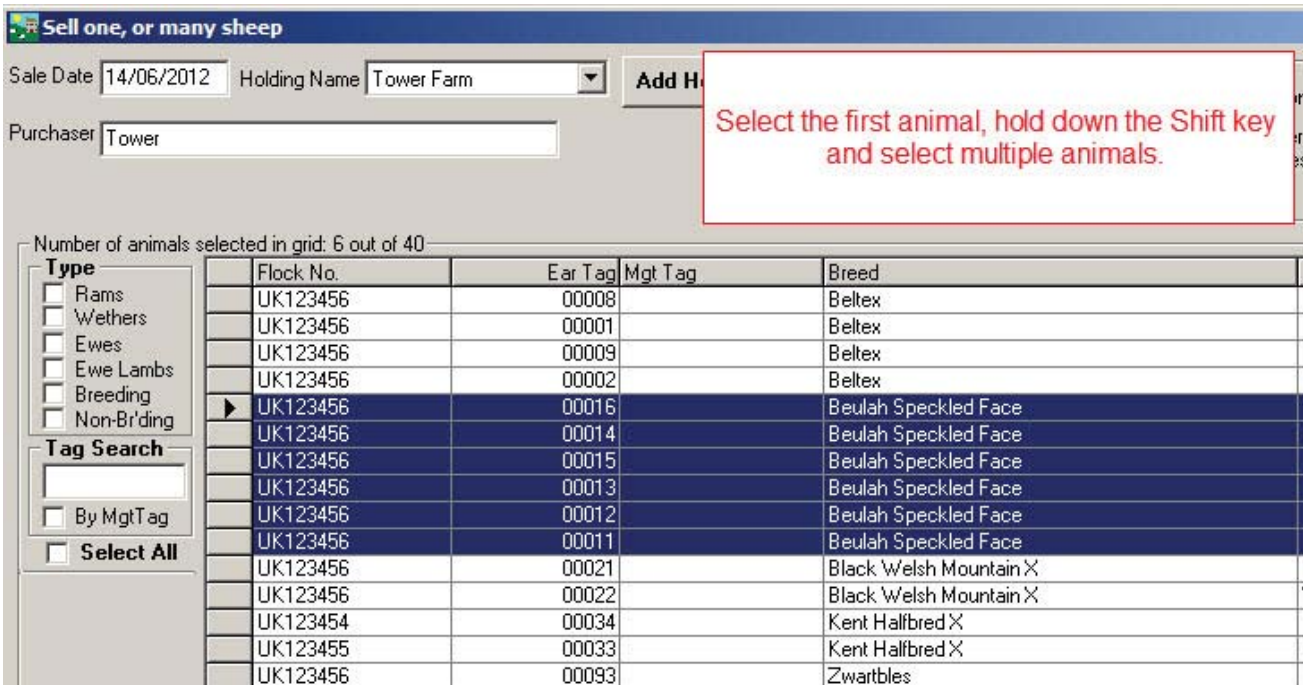
General Information

Selecting animals in the grid

Using the Control key on the keyboard to select multiple animals.
Click on the left hand side of the line in the grid so that the line is highlighted. If you need to select multiple animals, click on the left hand side of the line to highlight the first line, hold down the **<Ctrl>** key on the keyboard and continue clicking on the other lines to highlight.


Send Animals to Market
Select the first animal, hold down the Ctrl key and select multiple animals.
Click to the left of the line you want to select.

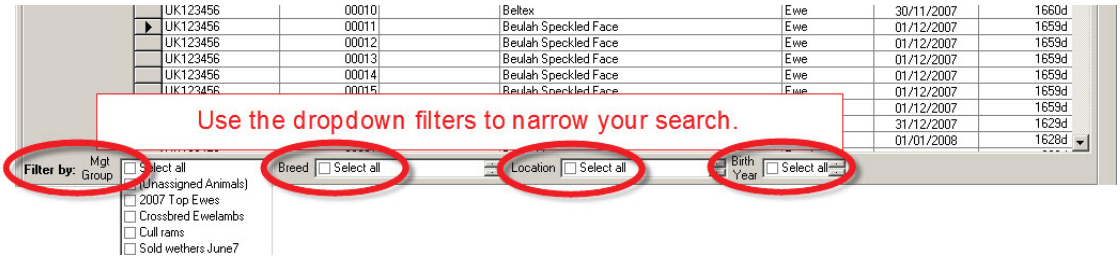
Using the Shift key on the Keyboard to select a block of animals. If the animals that need to be selected are in a group on the screen, you can select a batch as follows: - Click on the left hand side of the line of the first animal so that the line is highlighted. Hold the **<Shift>** key down (on the keyboard) and click on left hand side of the line of the last animal in the group. The batch should now be highlighted.


Sell one, or many sheep
Sale Date 14/06/2012
Holding Name Tower Farm
Purchaser Tower
Select the first animal, hold down the Shift key and select multiple animals.
Number of animals selected in grid: 6 out of 40
Type
Rams
Wethers
Ewes
Ewe Lambs
Breeding
Non-Br'ding
Tag Search
By MgtTag
Select All
Flock No. | Ear Tag | Mgt Tag | Breed
UK123456 | 00008 | | Beltex
UK123456 | 00001 | | Beltex
UK123456 | 00009 | | Beltex
UK123456 | 00002 | | Beltex
UK123456 | 00016 | | Beulah Speckled Face
UK123456 | 00014 | | Beulah Speckled Face
UK123456 | 00015 | | Beulah Speckled Face
UK123456 | 00013 | | Beulah Speckled Face
UK123456 | 00012 | | Beulah Speckled Face
UK123456 | 00011 | | Beulah Speckled Face
UK123456 | 00021 | | Black Welsh Mountain X
UK123456 | 00022 | | Black Welsh Mountain X
UK123454 | 00034 | | Kent Halfbred X
UK123455 | 00033 | | Kent Halfbred X
UK123456 | 00093 | | Zwartbles

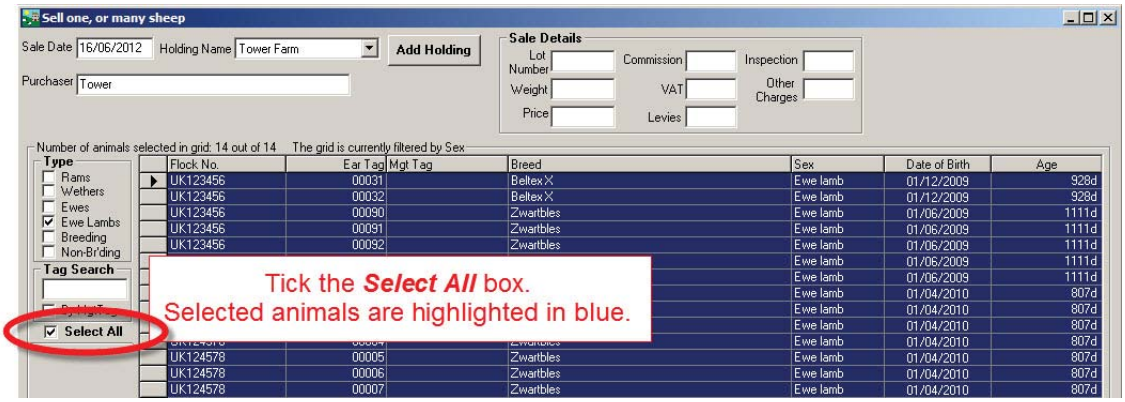
De-selecting an Animal. If you wish to deselect an animal that has been highlighted, hold the Ctrl key down and click on the left hand side of the line.

General Information

Selecting by using the filters on the grid. The animals displayed in the grid can be narrowed down by using the existing filters around the grid. By selecting one or more of the 'Types', the sex of the animal can be filtered. Animals can also be filtered by Management Group, Breed, Location or Year of Birth, or by multiple selections.

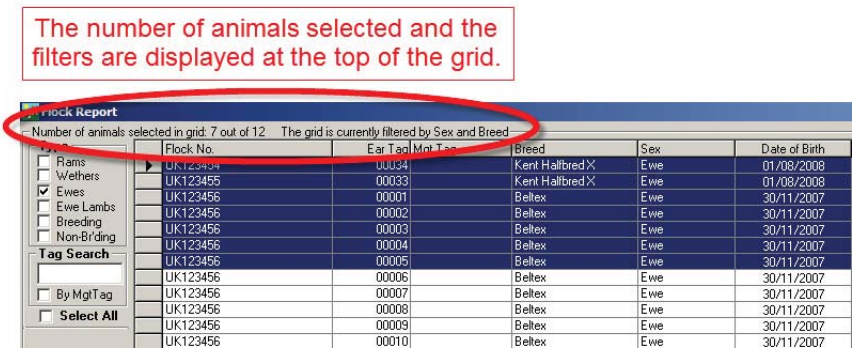


Select all the animals displayed in the grid. On most screens there will be a 'select all' box to the far left of the screen. Clicking in this will highlight every animal currently in the grid. This is particularly useful if you have used the filters to narrow down the number of animals on the grid and want to select all the remaining animals to perhaps record a treatment or movement.



Selecting using the Barcode Scanner (cattle only). If you are using a barcode scanner to read the barcodes on cattle passports, to select more than one animal you can just click in the tag search box and scan the large barcode at the top of the passport. Keep on scanning the barcodes until all animals are highlighted in the grid. Only click ***OK / Save*** when you have selected all animals or all animals in one lot (market only).

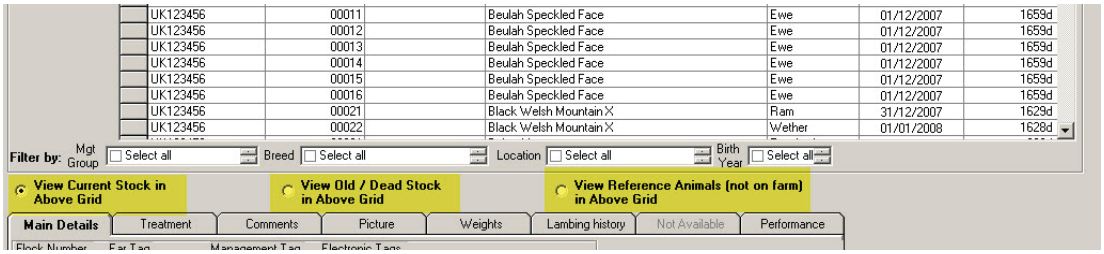
The number of animals selected and the description of any filters used will be displayed at the top of the grid.



General Information

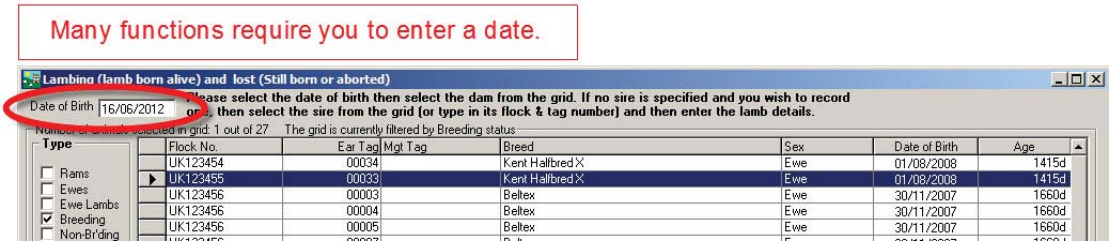
Current vs Old/Dead stock

On many screens, particularly reports, there will be the option to include animals no longer under your ownership. These may have been recorded as sold, slaughtered, or died on farm. They are referred to in the program as Old/Dead stock. Where there is this option, the default will normally be to only include current stock, but you may choose to change to, or include Old/Dead stock if you wish.


UK123456 00011 Beulah Speckled Face Ewe 01/12/2007 1659d
UK123456 00012 Beulah Speckled Face Ewe 01/12/2007 1659d
UK123456 00013 Beulah Speckled Face Ewe 01/12/2007 1659d
UK123456 00014 Beulah Speckled Face Ewe 01/12/2007 1659d
UK123456 00015 Beulah Speckled Face Ewe 01/12/2007 1659d
UK123456 00016 Beulah Speckled Face Ewe 01/12/2007 1659d
UK123456 00021 Black Welsh Mountain X Ram 31/12/2007 1629d
UK123456 00022 Black Welsh Mountain X Wether 01/01/2008 1628d
Filter by: Mgt Group Select all Breed Select all Location Select all Birth Year Select all
View Current Stock in Above Grid
View Old / Dead Stock in Above Grid
View Reference Animals (not on farm) in Above Grid
Main Details Treatment Comments Picture Weights Lambing history Not Available Performance

Date driven functions

Many of the functions in FarmWorks are date driven. As an example, if you wanted to record the weight of an animal, the first thing that FarmWorks would ask you for is the date that the weight was taken. Once you've entered that, the program will display in the grid all the animals which were potentially available to be weighed at that date. Animals that had their death recorded after that date would still appear in that grid, whereas those that had perhaps died on or before that date would not – FarmWorks would know that as of that date they were physically unavailable for weighing.


Many functions require you to enter a date.
Lambing (lamb born alive) and lost (Still born or aborted)
Date of Birth 16/06/2012
Please select the date of birth then select the dam from the grid. If no sire is specified and you wish to record
then select the sire from the grid (or type in its flock & tag number) and then enter the lamb details.
The grid is currently filtered by Breeding status
Type
Rams
Ewes
Ewe Lambs
Breeding
Non-Br'ding
Flock No. Ear Tag Mgt Tag Breed Sex Date of Birth Age
UK123454 00034 Kent Halfbred X Ewe 01/08/2008 1415d
UK123455 00033 Kent Halfbred X Ewe 01/08/2008 1415d
UK123456 00003 Beltex Ewe 30/11/2007 1660d
UK123456 00004 Beltex Ewe 30/11/2007 1660d
UK123456 00005 Beltex Ewe 30/11/2007 1660d

OK / Save and Cancel / Exit

The ***OK/Save*** tick button will save any changes you have made to your data (providing that they pass validation) and the ***Cancel/Exit*** cross button will take you to your previous screen without saving the data.

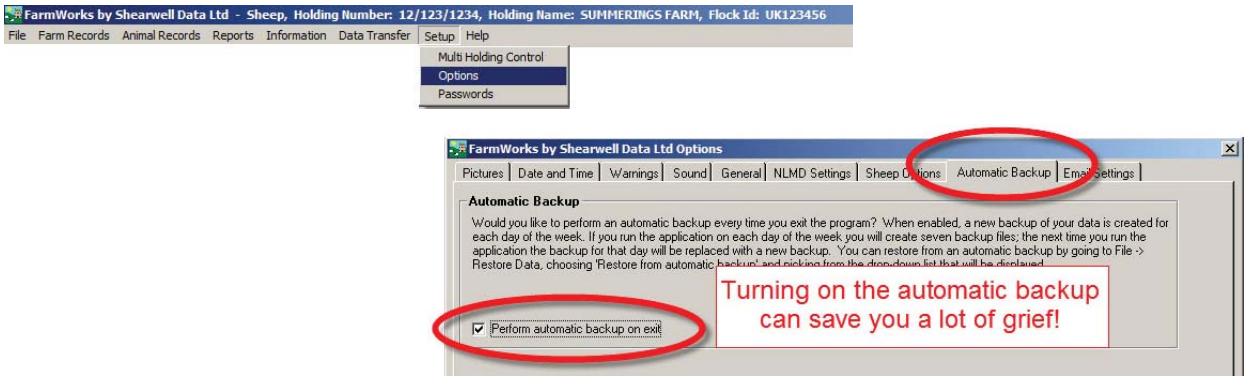
Backup and Restore Your Data

The data you collect needs to be protected so backing up is very important. If your hard drive becomes corrupted you will have to rely on a backup stored somewhere else to retrieve your data. Back up files on CD, DVD or memory stick can also be lost; consider keeping two sets and switch between them. Always take a backup before upgrading.

Automatic backup

Setting up Automatic Backup is a reliable way of saving your data each time you exit the program. It can be activated through ***Setup>Options>Automatic Backup***. If you click on the ***Perform automatic backup on exit*** box then the program will save a copy of your data each time you exit.

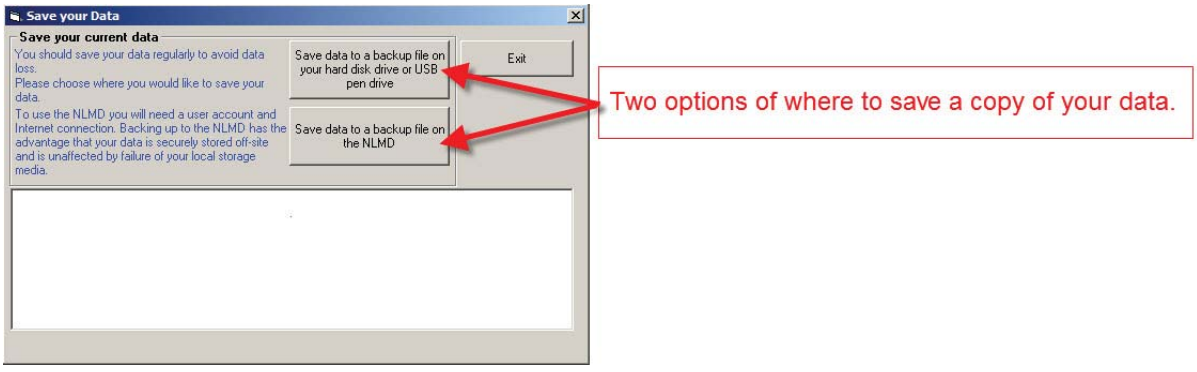
However, this feature only permits seven backup files, one for every day of the week. So if you open and close FarmWorks on a Wednesday, for example, the "Wednesday" file will overwrite the other "Wednesday" file from last week. The Automatic Backup feature is not a replacement for making regular manual backup files but it is a safety feature that can prevent a catastrophe!


FarmWorks by Shearwell Data Ltd - Sheep, Holding Number: 12/123/1234, Holding Name: SUMMERINGS FARM, Flock Id: UK123456
File Farm Records Animal Records Reports Information Data Transfer Setup Help
Multi Holding Control
Options
Passwords
FarmWorks by Shearwell Data Ltd Options
Pictures Date and Time Warnings Sound General NLMD Settings Automatic Backup
Automatic Backup
Would you like to perform an automatic backup every time you exit the program? When enabled, a new backup of your data is created for each day of the week. If you run the application on each day of the week you will create seven backup files; the next time you run the application the backup for that day will be replaced with a new backup. You can restore from an automatic backup by going to File -> Restore Data, choosing 'Restore from automatic backup' and picking from the drop-down list that will be displayed.
Perform automatic backup on exit
Turning on the automatic backup can save you a lot of grief!

Make a backup

On the top menu bar click on ***File > Backup (i.e. save) your data***. You will be presented with two choices:
Save data onto your hard drive or USB - you choose the location either on your computer or on an external device (e.g. a memory stick) where you wish the data to be stored.
Backup to NLMD - your data is securely stored on a server over the Internet. This requires registration with the National Livestock Management Database (NLMD) at www.NLMD.co.uk before use.

FarmWorks by Shearwell Data Ltd - Sheep, Holding Number: 12/345/6787, Holding Name: Greenfield Farm, Flock Id: UK123456
File Farm Records Animal Records Reports Information Data Transfer Setup Help
Change species of animal
Backup (i.e. save) your data
Restore your data from an earlier backup
Sheep, Holding Number: 12/345/6787, Holding Name: Greenfield Farm, Flock Id: UK123456

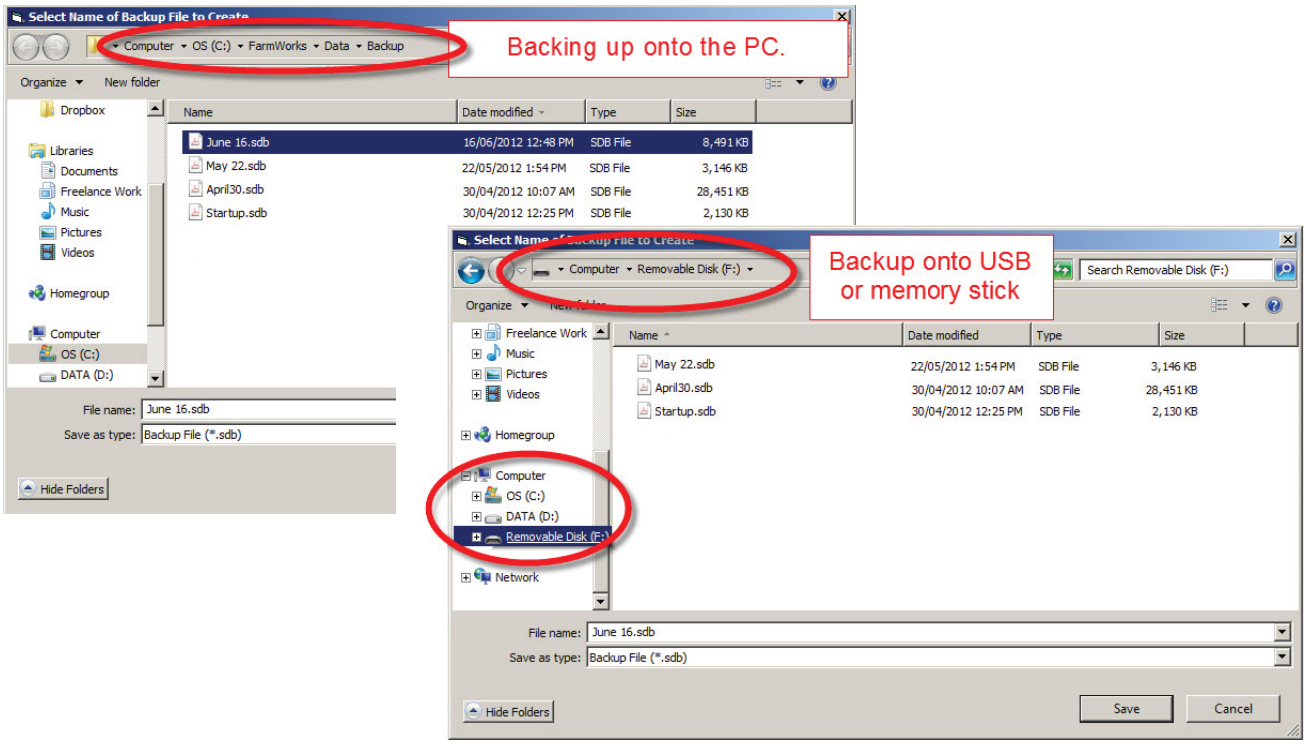

Save your Data
Save your current data
You should save your data regularly to avoid data loss.
Please choose where you would like to save your data.
To use the NLMD you will need a user account and Internet connection. Backing up to the NLMD has the advantage that your data is securely stored off-site and is unaffected by failure of your local storage media.
Save data to a backup file on your hard disk drive or USB pen drive
Save data to a backup file on the NLMD
Exit
Two options of where to save a copy of your data.

Backup and Restore Your Data

Make a backup on the PC:

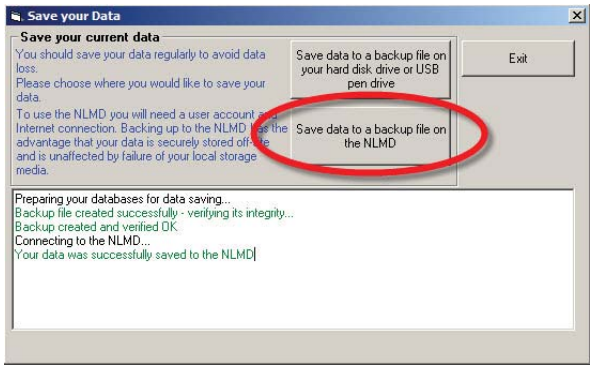
1. Click on ***Save your data to a backup file on your hard disk drive or USB pen drive***.
2. A window opens for you to choose where to save your backup. The default is the Backup folder inside the FarmWorks program on the C drive. You can save your data here or choose another location, such as a removable device like a memory stick.
3. Type an appropriate name in the ***Filename*** box and click ***Save***. If using the date as the backup file name do not use / or . in the name. For example do not use 31.07.12 or 31/07/2012

We recommend varying the filename used for different manual backups to prevent overwriting previous copies of your data. We also recommend making at least occasional backups to an external device, just in case something terminal happens to the PC – otherwise it would be the equivalent of keeping all your data in a book, and losing the book! This is very important – if you require further advice, please contact our support team.



Backup to the NLMD

1. Make sure your PC is connected to the internet and you have an NLMD account, user name and password.
2. Click on ***Save your data to a backup file on the NLMD.***
3. The program will prepare and save your data automatically.


Save your Data
Save your current data
You should save your data regularly to avoid data loss.
Please choose where you would like to save your data.
Save data to a backup file on your hard disk drive or USB pen drive
Exit
Save data to a backup file on the NLMD
Preparing your databases for data saving...
Backup file created successfully - verifying its integrity...
Backup created and verified OK.
Connecting to the NLMD...
Your data was successfully saved to the NLMD

Backup and Restore Your Data

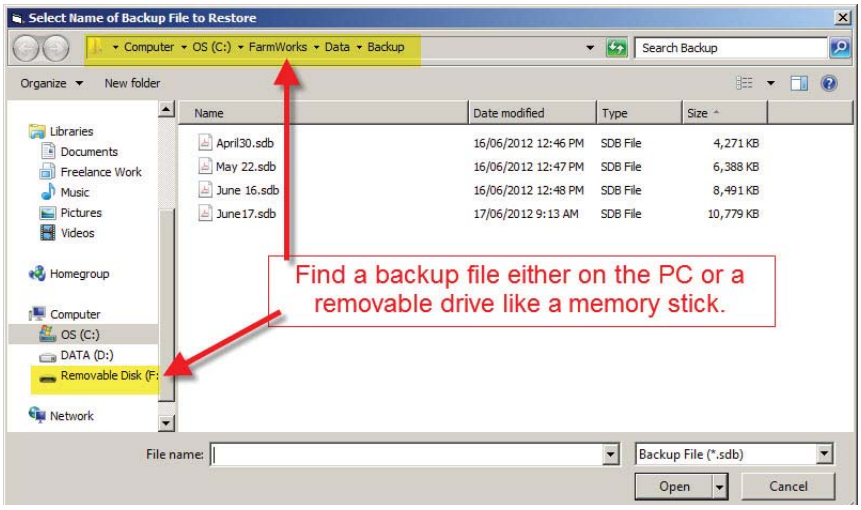
Restoring your data

You should only ever need to restore data if you have entered a large amount of incorrect information, if you have had some sort of computer failure, or perhaps more likely if you are installing the program onto a new computer. Please note that restoring data from a backed up file will return the data to exactly how it looked when the back up was taken – anything you entered subsequently will be lost.

On the top menu bar click on ***File > Restore your data from an earlier backup.*** You will be presented with two choices:
Restore your data from a local backup file – find a backup stored on either your computer or on an external device (e.g. a memory stick).
Restore your data from the NLMD – select a backup file stored in your account on the NLMD website.

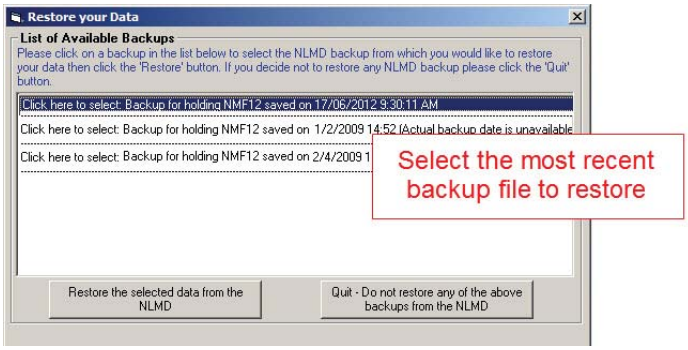
Restore from a local backup file

1. Click on ***Restore your data from a local backup file***.
2. A window opens for you to choose where you saved your backup. The default is the Backup folder inside the FarmWorks program on the C drive. You can also choose another location, such as a removable device like a memory stick, to find the most appropriate backup file to restore.
3. Select the backup file and click ***Open***.
4. When your data has been successfully restored click ***Exit***.



Restore from a backup file on the NLMD

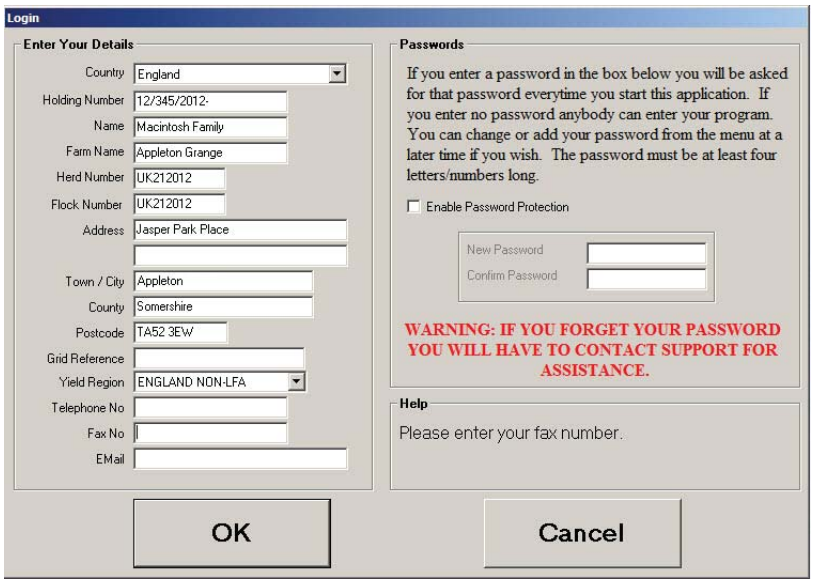
1. Click on ***Restore your data from the NLMD***.
2. A window opens for you to log in to the NLMD with your user name and password
3. A list of your previous backup files will appear. Choose the most appropriate file.
4. Click ***Restore the selected data from the NMLD***. When your data has been successfully restored click ***Exit***.


Restore your Data
List of Available Backups
Please click on a backup in the list below to select the NLMD backup from which you would like to restore your data then click the 'Restore' button. If you decide not to restore any NLMD backup please click the 'Quit' button.
Click here to select: Backup for holding NMF12 saved on 17/06/2012 9:30:11 AM
Click here to select: Backup for holding NMF12 saved on 1/2/2009 14:52 (Actual backup date is unavailable
Click here to select: Backup for holding NMF12 saved on 2/4/2009 1
Select the most recent backup file to restore
Restore the selected data from the NLMD
Quit - Do not restore any of the above backups from the NLMD

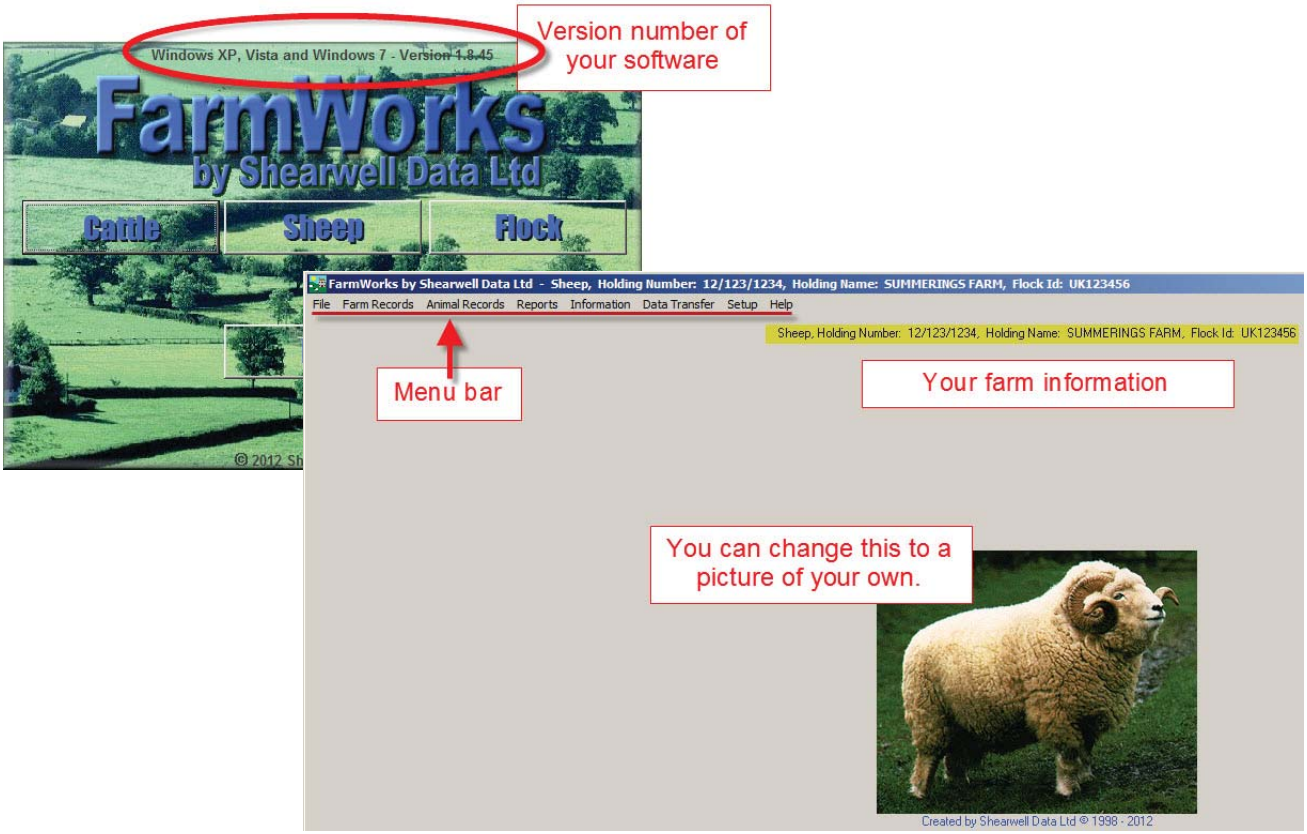
Setting Up Your Farm

The login screen - entering your farm details

When you first open FarmWorks by Shearwell Data Ltd. you will need to enter your own farm's details in the login screen displayed. Please use your numeric herd number, for example 'UK123456' with no space between 'UK' and the first digit. You may enter a password here if you wish but you must remember it to be able to open the program again. Then click ***Save***.



Choose to enter the Cattle, Sheep or Flock part of the program in the screen that is now displayed and you will be taken to the main screen with a menu bar at the top.


Windows XP, Vista and Windows 7 - Version 1.8.45
Version number of your software
FarmWorks
by Shearwell Data Ltd
Cattle
Sheep
Flock
FarmWorks by Shearwell Data Ltd - Sheep, Holding Number: 12/123/1234, Holding Name: SUMMERINGS FARM, Flock Id: UK123456
File Farm Records Animal Records Reports Information Data Transfer Setup Help
Sheep, Holding Number: 12/123/1234, Holding Name: SUMMERINGS FARM, Flock Id: UK123456
Menu bar
Your farm information
You can change this to a picture of your own.
Created by Shearwell Data Ltd © 1998 - 2012

Setting Up Your Farm

Setting up your farm records

It's a good idea to start by entering the background farm information such as other holdings you trade with, markets etc. These will stay in the program, so you will only ever need to enter them once.

You can modify or add new records whenever you like, but if for example you want to record the movement of animals to market or record the treatment of an animal, that market or medicine respectively must have already been entered into the program, so it makes sense to add those you already know about at the start.

Choose ***Farm Records*** from the menu bar and then enter all the details you can under the headings displayed.

Adding Holding, Market and Abattoir details

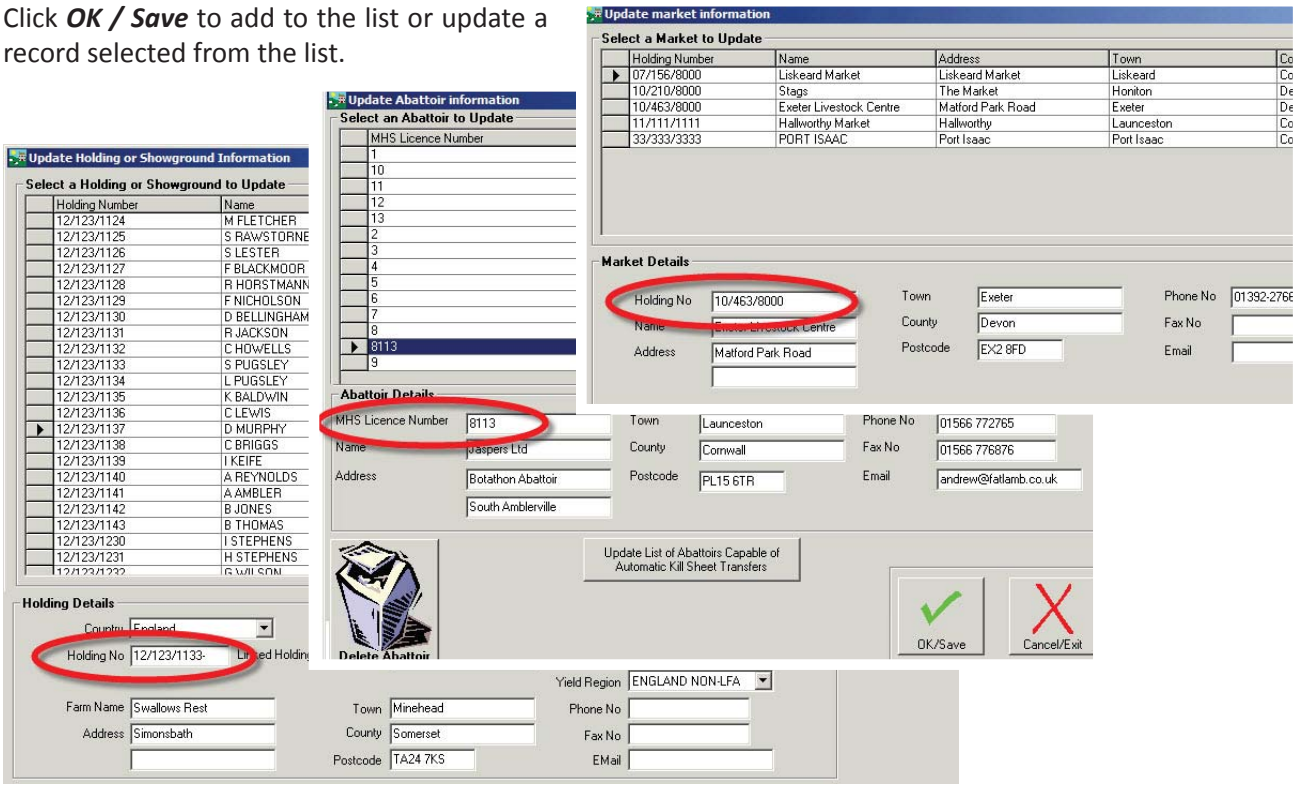
From the menu bar select: ***Farm Records > Abattoirs/Holdings/Markets*** as required.

All holdings, which you purchase from, sell to, or send animals to must be entered in the Holdings screen. Markets and abattoirs must be entered in their respective screens.

The program's movement records depend on holding numbers, so care should be taken that where these are required they are entered correctly. Markets and Holdings will have a holding number in the following format 12/123/1234. Holdings may have an additional suffix. For abattoirs please enter the MHS number.

Note that the program will not allow any two holdings, markets or abattoirs to have duplicate holding or MHS numbers. For Holdings please also note whether it is a linked holding or not, especially for cattle, as FarmWorks knows it should not create a BCMS movement notification for movements between linked holdings.

Click ***OK / Save*** to add to the list or update a record selected from the list.

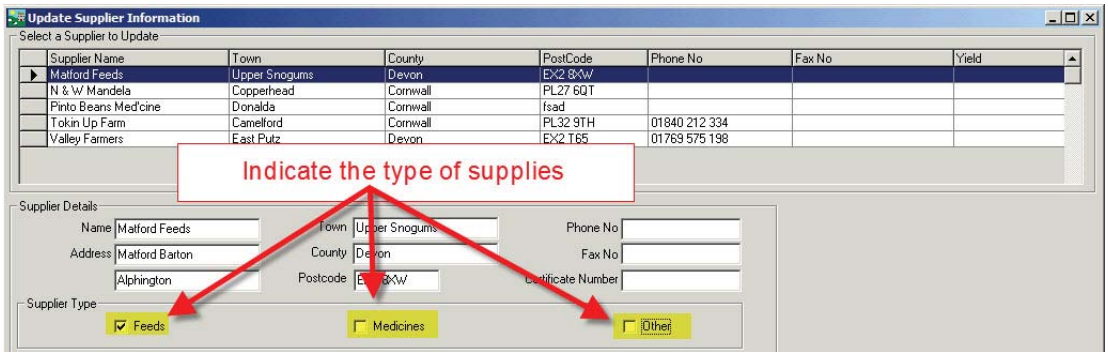


Setting Up Your Farm

Adding Suppliers

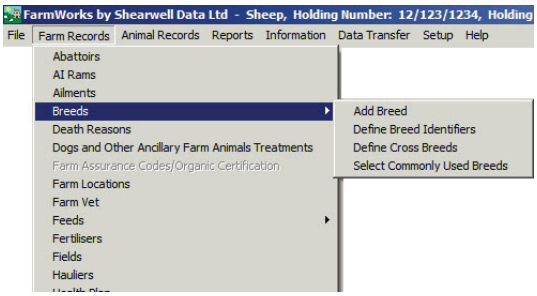
From the menu bar select: ***Farm Records > Suppliers***.

To record the purchase of medicines or feeds, you must first enter details of the supplier. This is simply the name and address, and to nominate whether they are used for medicines, feeds or other.



Breeds

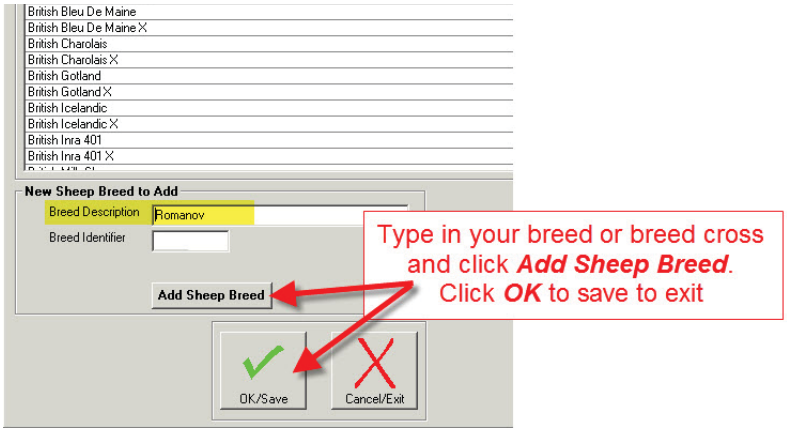
From the menu bar select: ***Farm Records > Breeds***.

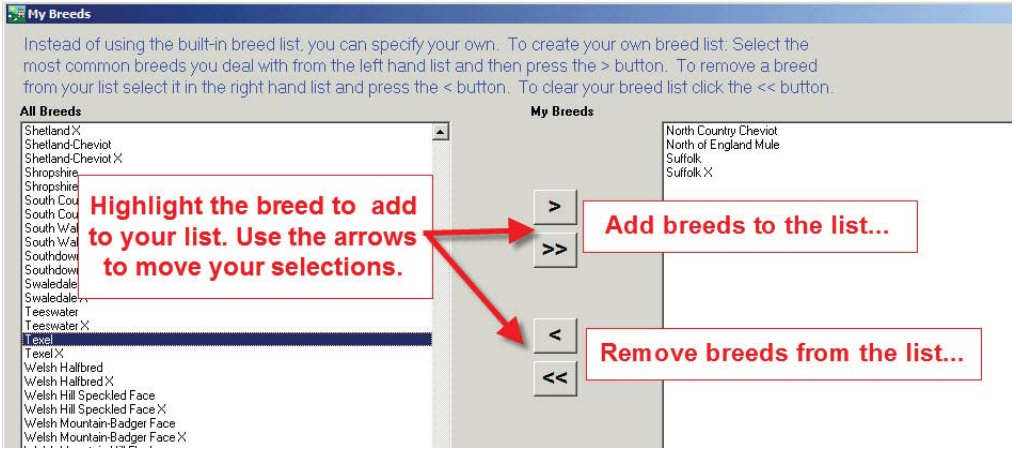


FarmWorks has a list of the most common breeds held in its database. It is worth checking that any breeds you know you are likely to use are already there. If a breed is not present, especially if you want to record a particular crossbreed, you can add it to the list.

Breeds and crossbreeds can reflect your own individual breeding program. Make up your own names for specific crosses, or use tag colour or some other identifier that makes sense to you.

The option ***Commonly Used Breeds*** will reduce the size of the list of breeds to choose from when entering data. This makes data entry faster when entering your current animals.

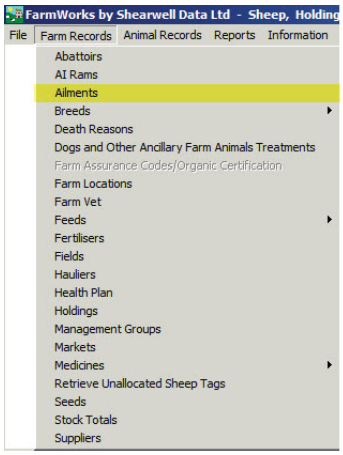



My Breeds
Instead of using the built-in breed list, you can specify your own. To create your own breed list: Select the most common breeds you deal with from the left hand list and then press the > button. To remove a breed from your list select it in the right hand list and press the < button. To clear your breed list click the << button.
All Breeds
My Breeds
Shetland X
Shetland-Cheviot
Shetland-Cheviot X
Shropshire
Shropshire
South Cou
South Cou
South Wal
South Wal
Southdown
Southdown
Swaledale
Swaledale X
Teeswater
Teeswater X
Texel
Texel X
Welsh Halfbred
Welsh Halfbred X
Welsh Hill Speckled Face
Welsh Hill Speckled Face X
Welsh Mountain-Badger Face
Welsh Mountain-Badger Face X
North Country Cheviot
North of England Mule
Suffolk
Suffolk X
>
>>
<
<<
Highlight the breed to add to your list. Use the arrows to move your selections.
Add breeds to the list...
Remove breeds from the list...

Setting Up Your Farm

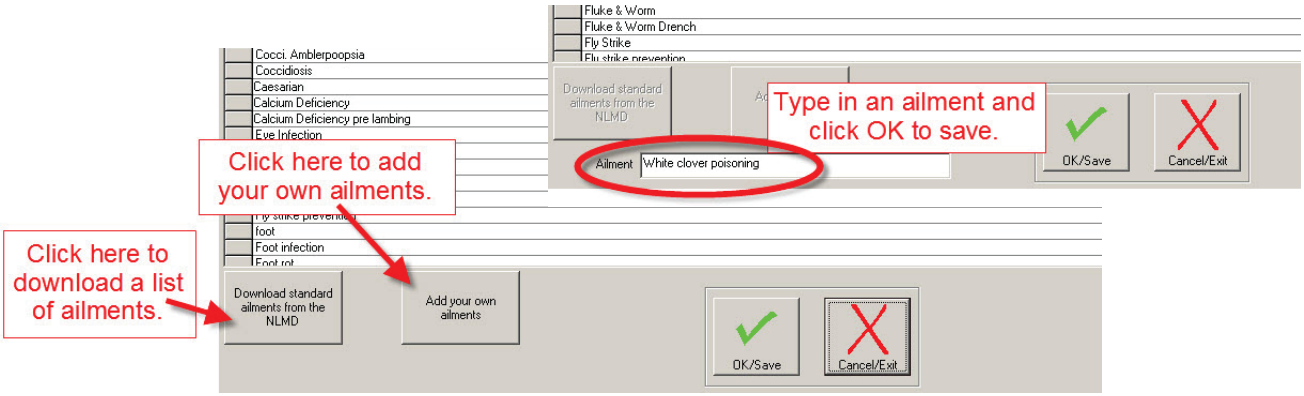
Ailments

From the menu bar select: ***Farm Records > Ailments***



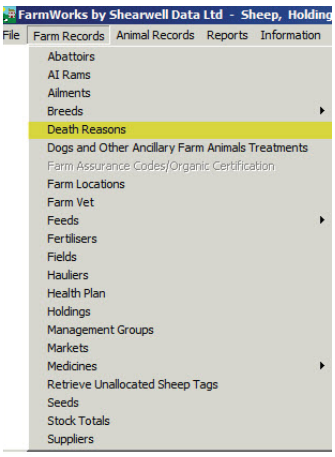
When you record an animal treatment in FarmWorks you must also specify the ailment. Ailments can be any disease, condition or procedure. There is a downloadable list of common ailments or you can add your own. Think of all the health problems animals might encounter on your farm - the more detail the better! For example, on the list you would add footrot and lameness as separate ailments because they are not exactly the same thing, and could very well have different treatments.

Add routine procedures to this list as well, to track withdrawal dates for drugs like vaccines and dewormers.



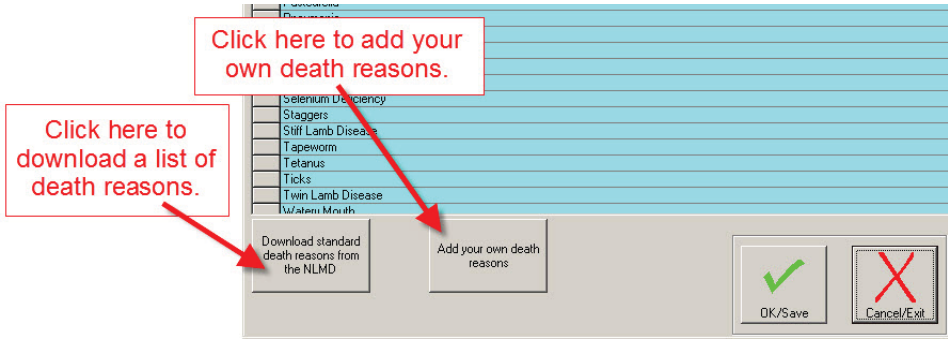
Death Reasons

From the menu bar select: ***Farm Records > Death Reasons***



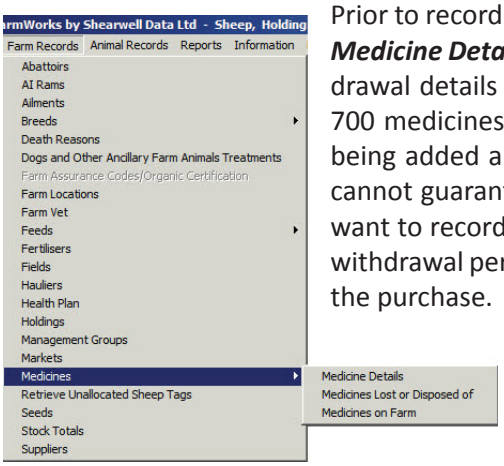
Information about death losses is important for making management decisions. FarmWorks will always ask for a cause when a death is recorded. This is also a time saver, as the death reasons you add here will appear in a drop down list when a death is recorded. This saves having to type and avoids spelling mistakes!

There is a downloadable list of common death reasons or you can add your own.



Setting Up Your Farm

Medicines



Prior to recording the purchase of a medicine, it is always advisable to check in the ***Medicine Details*** screen that the medicine is actually listed, and if so that the withdrawal details are correct as these do change. FarmWorks holds details of about 700 medicines, but this is not a comprehensive list, as medicines are continually being added and withdrawn. While we periodically review and update them, we cannot guarantee that the withdrawal periods specified will be correct when you want to record a purchase, as these can change too. It is up to you to ensure that withdrawal periods for a particular batch of medicine are correct before you record the purchase.

Once a medicine has been added or an already listed medicine selected, you may adjust the withdrawal period and the species that may be treated with that medicine. To emphasise – if you want to change them, this must be done before the purchase is recorded.

Check to see if a medicine is already listed and modify details if necessary. To access the screen directly, select: ***Farm Records > Medicines > Medicine Details*** from the menu bar. You may find it more convenient to access this screen when purchasing medicines (detailed below).

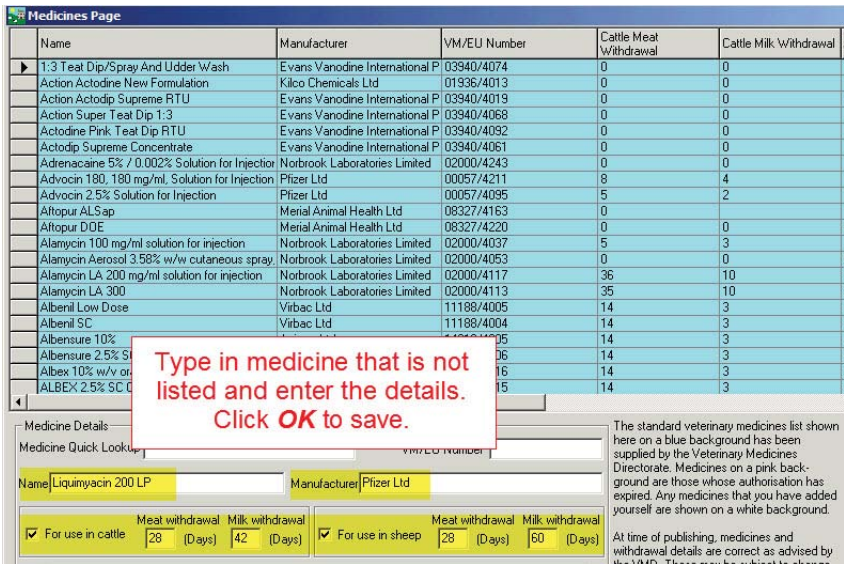
1. Click in the ***Medicine Quick Look up Box*** and type in the first few letters of the drug. This will shortlist the medicines in the grid.
2. If you can see the medicine you're interested in, click on the small grey box on the left-hand side of the medicine required. This will highlight the row and select the individual medicine.
3. You will see the species for which that medicine is nominated, and the meat and milk withdrawal periods. You may change the species by clicking to put a tick in the appropriate box, and change the withdrawal periods by just overtyping any already there. Click on ***OK/Save*** to confirm any changes, or ***Cancel/Exit*** if you are happy with the details already listed.

By default, withdrawal periods are set to 'standard' – you may also choose from Soil Association or Farmers and Growers – selecting one of these will automatically adjust all withdrawal periods according to that organization's guidelines.

Adding a New Medicine

If the medicine is not listed as above, just use the same screen to enter the medicine name and medicine details.

Click on ***OK/Save*** to confirm any changes, or ***Cancel/Exit*** if you choose not to save the medicine.

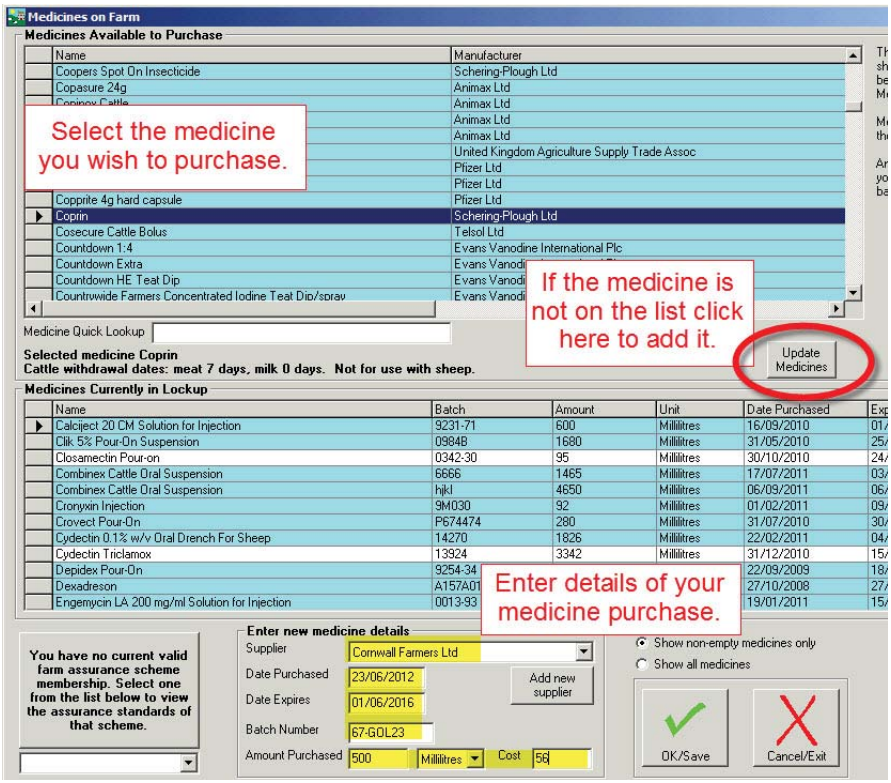

Medicines Page
Name
Manufacturer
VM/EU Number
Cattle Meat Withdrawal
Cattle Milk Withdrawal
1:3 Teat Dip/Spray And Udder Wash
Action Actodine New Formulation
Action Actodip Supreme RTU
Action Super Teat Dip 1:3
Actodine Pink Teat Dip RTU
Actodip Supreme Concentrate
Adrenacaine 5% / 0.002% Solution for Injectior
Advocin 180, 180 mg/ml, Solution for Injection
Advocin 2.5% Solution for Injection
Aftopur ALSap
Aftopur DOE
Alamycin 100 mg/ml solution for injection
Alamycin Aerosol 3.58% w/w cutaneous spray
Alamycin LA 200 mg/ml solution for injection
Alamycin LA 300
Albenil Low Dose
Albenil SC
Albensure 10%
Albensure 2.5% S
Albex 10% w/v or
ALBEX 2.5% SC
Type in medicine that is not listed and enter the details. Click OK to save.
Medicine Details
Medicine Quick Look
Name
Liquimycin 200 LP
Manufacturer
Pfizer Ltd
For use in cattle
Meat withdrawal
28
(Days)
Milk withdrawal
42
(Days)
For use in sheep
Meat withdrawal
28
(Days)
Milk withdrawal
60
(Days)
The standard veterinary medicines list shown here on a blue background has been supplied by the Veterinary Medicines Directorate. Medicines on a pink background are those whose authorisation has expired. Any medicines that you have added yourself are shown on a white background.
At time of publishing, medicines and withdrawal details are correct as advised by

Setting Up Your Farm

Purchasing Medicines and Entering them into the Lock-up

Select ***Farm Records > Medicines > Medicine Details*** from the menu bar.

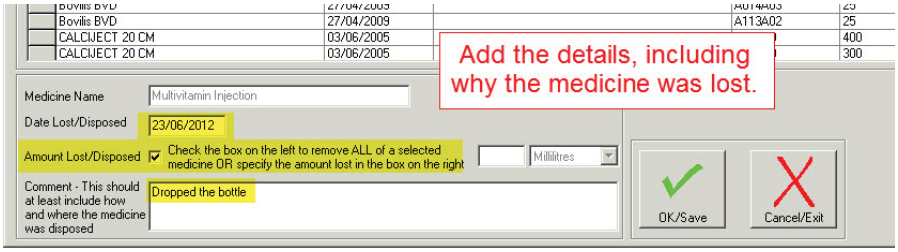
1. Click on the small grey box on the left-hand side of the medicine required. This will highlight the medicine and display the species and withdrawal periods. If the medicine is not in the list or any of the details are incorrect, click on the ***Update Medicines*** button to be taken to the medicine details page, and add the medicine or amend the details.
2. Assuming the medicine is listed, selected, and that you are happy that the species and withdrawal periods are correct, proceed to fill in the details in the lower part of the screen. The minimum information required is Supplier, Date Purchased, Amount Purchased and Unit of Measurement (the drop-down box next to Amount Purchased). The cost of the item is optional.
3. If you have purchased several bottles of the same medicine with the same batch number, enter the total quantity in the amount purchased, rather than entering each bottle individually.
4. Click on ***OK/Save*** and the medicine will now show as present in the lockup.



Lost/Disposed of Medicines

When you record the treatment of an animal the amount of a medicine used will automatically be deducted from the quantity in the 'lock up' until there is none remaining, but you may want to mark a medicine as being used up or lost, or simply remove it if the details were entered incorrectly.

1. From the menu bar select: ***Farm Records > Medicines > Medicines Lost or Disposed of***.
2. To select a medicine, click on the small grey box on the left-hand side of the medicine required. This will highlight the row.
3. Enter the Date Lost/Disposed.
4. If you want to remove all the remainder of the medicine from lock-up then check the box alongside Amount Lost/Disposed. Otherwise enter the amount and select the units from the dropdown menu.
5. Enter a comment if you wish, then click on OK/Save to confirm, and the medicine will now show in the 'previously lost' medicines.



Setting Up Your Farm

Management Groups

FarmWorks allows you to group animals together into what we call 'management groups'. These are created by you to group animals together by whatever criteria you want; for example, you might want to create a group to hold ewes that had two or more lambs in a litter last year, or cows purchased from a certain supplier – entirely up to you. Putting an animal in a management group doesn't affect that animal's details in any way, it just means it's grouped together with a number of others. An animal can be in any number of groups.

A benefit of putting animals in a management group is to allow you to use the grid filters to quickly select and record an event against all the animals in that group in one go, rather than searching for and selecting individual animals one at a time. You can put animals directly into a management group when you add them or at any later date. Management groups are one of the most useful tools in the program, and it's worth becoming familiar with their use.

Creating a Management Group

There are two common methods for creating management groups - from the Farm Records menu and from a report you have generated.

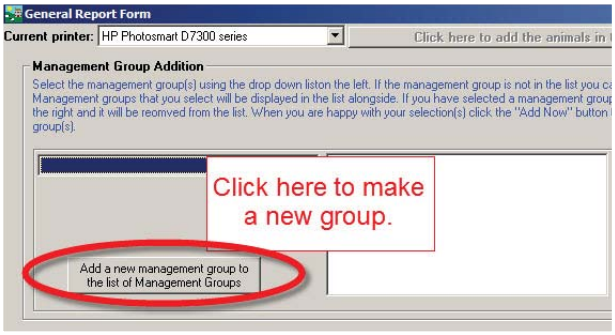
Method 1: From the menu bar select: ***Farm Records > Management Groups***.

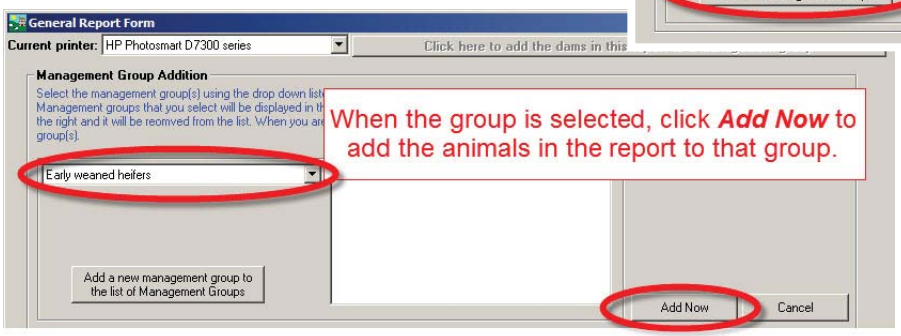
1. Click on ***Create New Management Group***, and enter the ***New Management Group Title*** and the ***Group Description*** (if required) in the boxes.
2. Click on ***OK/Save*** to create the group.

Add Selected Animals to Management Group
Remove Selected Animals from Management Group
Create New Management Group
Edit a Management Group's Name
Delete a Management Group
Create New Management Group
To create a new Management group, please enter name and details in boxes below and then click OK/Save.
New Management Group Name
Early weaned heifers
Group Description
Dried off Aug 12th

Method 2: From a FarmWorks report :

1. At the top of a report click ***Add animals in this report to a management group.***
2. Click ***Add a new management group to the list of Management Groups***.
3. Enter the new ***Management Group Name*** and the ***Group Description*** (if required) in the boxes.
4. Click ***Add New Management Group*** to create the group.


General Report Form
Current printer: HP Photosmart D7300 series
Management Group Addition
Click here to make a new group.
Add a new management group to the list of Management Groups


General Report Form
Current printer: HP Photosmart D7300 series
Management Group Addition
When the group is selected, click Add Now to add the animals in the report to that group.
Early weaned heifers
Add a new management group to the list of Management Groups
Add Now
Cancel

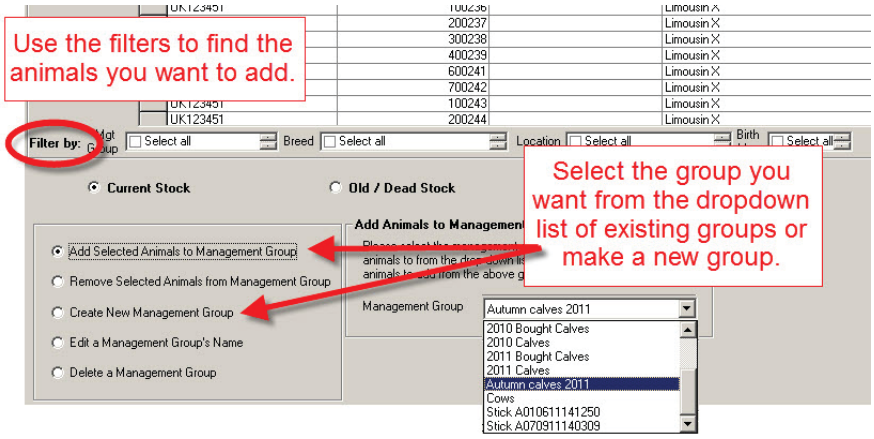
Setting Up Your Farm

Adding Animals to a Management Group

There are several ways of adding animals to a management group; you can add them directly to a group when recording their arrival on farm, or from various reporting screens, or add them directly into Farm Records.

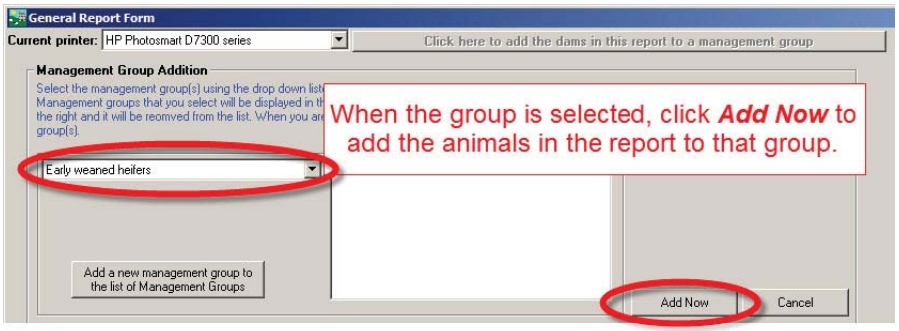
Add animals using ***Farm Records > Management Groups***

1. Click on ***Add Selected Animals to Management Group***, and using the dropdown menu, select the ***Management Group*** from the box in the middle of the screen.
2. Select animals from the grid to go in the group and when you're happy with the selections click on ***OK/Save***, then OK to the message confirming the addition.


Use the filters to find the animals you want to add.
Filter by:
Current Stock
Old / Dead Stock
Add Selected Animals to Management Group
Remove Selected Animals from Management Group
Create New Management Group
Edit a Management Group's Name
Delete a Management Group
Management Group
Autumn calves 2011
Select the group you want from the dropdown list of existing groups or make a new group.

Add animals from a FarmWorks report

1. At the top of a report click ***Add animals in this report to a management group.***
2. Add a new management group or select an existing one from the drop down list.
3. Click ***Add Now*** to add the animals in the report to the group you selected.
4. The report screen will return to view.


General Report Form
Current printer:
HP Photosmart D7300 series
Click here to add the dams in this report to a management group
Management Group Addition
When the group is selected, click Add Now to add the animals in the report to that group.
Early weaned heifers
Add a new management group to the list of Management Groups
Add Now
Cancel

Removing Animals from a Management Group

To remove animals from a management group, you must do it through ***Farm Records > Management Groups***.

1. Click on ***Remove Selected Animals from Management Group*** – at this point the animal grid will empty, because it doesn't yet know which group you want to remove animals from, so doesn't know which animals to display. Select the ***Management Group*** you want to remove animals from using the drop down box in the middle of the screen – the animals in that group will now appear in the grid.
2. Select animals from the grid to be taken out of the group and when you're happy with the selections click on ***OK/Save***, then OK to the message confirming their removal.

Deleting or changing a management group

You can change the name of an existing group or delete a group in a similar manner from the same screen. Note that deleting a group does not delete any animal records, it just removes the group they were in (in the same way that disbanding a football club does not 'delete' the players, they're just no longer members of that club, as it no longer exists).

Setting Up Your Farm

On-Farm Locations

On-farm locations are very specifically locations or sub-locations within your own holding. In other words a way of you telling FarmWorks that your holding is split into different areas. They allow you to be more precise about where animals on your own farm are at any time.

By definition on-farm locations automatically share your holding number, and should not be confused with 'general' locations, such as other holdings, markets or abattoirs. As such, while the movement of animals between on-farm locations will create a movement record 'internally' within FarmWorks, it will not create an entry on the sheep holding register or cattle movement notifications for BCMS, as the animal isn't actually leaving your farm.

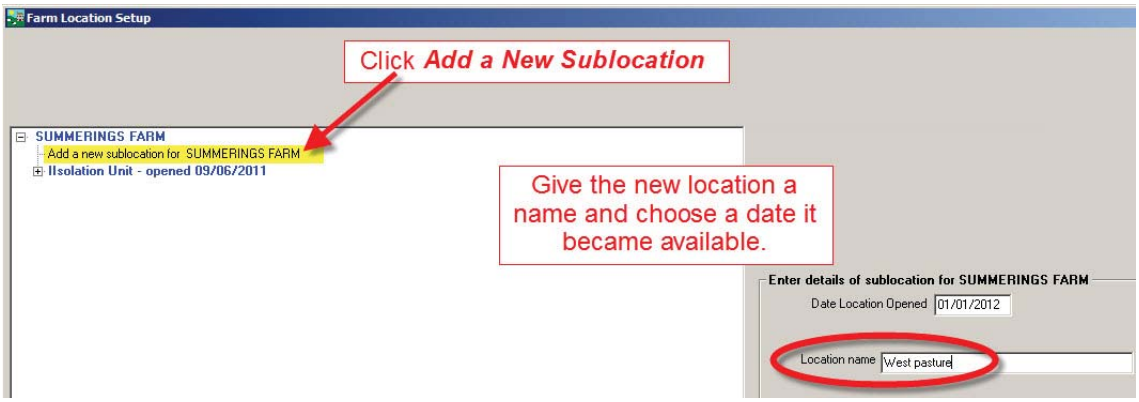
Setting up the Locations

From the menu bar select: ***Farm Records > Farm Locations***

This screen allows you to define sub-locations on your home holding. Sub-locations are defined via a 'tree-like' structure so that you can define locations within other locations (e.g. Large Barn in South Field). Initially only your home holding is defined as a location. Your home holding location cannot be edited or deleted.

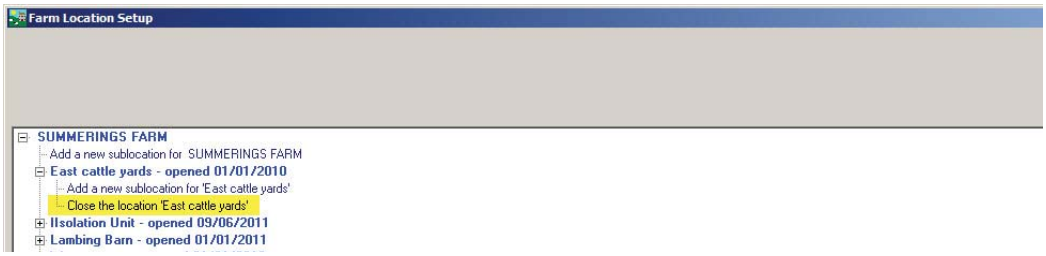
To add a new sub-location

1. Under the main holding name click ***Add a new sub-location for...***[name of farm].
2. Choose a date on the right-hand side from the calendar in the ***Date Location Opened*** box – you will not be able to record the movement of animals to this location prior to whatever date you enter here, as to FarmWorks the location effectively wouldn't exist.
3. Enter the ***Location Name*** and click ***OK/Save***. The new location will be added to the locations window.
4. To edit an existing sub-location name, choose the sub-location in the list, and Edit location name will appear. Enter a new name and click ***OK/Save***.


Farm Location Setup
Click Add a New Sublocation
SUMMERINGS FARM
Add a new sublocation for SUMMERINGS FARM
Isolation Unit - opened 09/06/2011
Give the new location a name and choose a date it became available.
Enter details of sublocation for SUMMERINGS FARM
Date Location Opened
01/01/2012
Location name
West pasture

To close an existing sub-location

1. Click on the location's name in the locations window and click on ***Close the location*** [sub-location name] .
2. Enter a date for when you want the sub-location to be closed. Closing a sub-location with effect from its opening date will delete that sub-location. Note that any animals that are at that sub-location on the closure date will automatically be put back on the main holding.
3. Click ***OK/Save*** to confirm.


Farm Location Setup
SUMMERINGS FARM
Add a new sublocation for SUMMERINGS FARM
East cattle yards - opened 01/01/2010
Add a new sublocation for 'East cattle yards'
Close the location 'East cattle yards'
Isolation Unit - opened 09/06/2011
Lambing Barn - opened 01/01/2011

Entering Your Animals

Getting your animals into the program

When do I start from?

Imagine you had a farm inspection, and they asked to see details for all the animals that were on your farm at a certain date. Provided that you had recorded the details for all animals into FarmWorks as of that date, you should confidently be able to rely on the software to accurately provide you with any necessary information.

So that's your start date – the earliest date where you could say 'if an inspector wanted to see my records as of then, FarmWorks has the information, but if they wanted to see anything before that, I'd get the information from my previous record-keeping system'.

FarmWorks will allow you to enter records retrospectively, as far back as November 1911 if you really wanted to, but typically you'd want to pick a start date that was more convenient, e.g. January 1st or perhaps more likely 'today'. This isn't a date you enter anywhere in the program, it's just a date you nominate to yourself as the start of accurate record keeping on FarmWorks.

The main consequence of picking a start date is that to the program it doesn't matter how the animals got there prior to that start date. If you ever needed that information, you'd refer to your paper records or other system. But as of your start date all the animals in your ownership must be present and correct on FarmWorks.

There are slightly different ways of initially getting animals onto the system for cattle and sheep, mainly inspired by the BCMS database allowing the direct import of cattle, so the following is split into two sections, one for each species.

Sheep - Electronic identification (EID)

Please note that if you are going to be using EID as a means of identifying sheep, for animals with EID tags issued from 2010 onwards, it is essential that you enter the tag number as it is held within the EID chip.

For breeding stock identified by a pair of tags, this will be the number as it is printed on the tag, so the flock number will be of format UK0123456 (note the zero after 'UK') and the individual tag number will be format 00123, a five digit number with leading zeros.

Electronic batch slaughter tags are slightly trickier but the same rule applies – they will only have your flock mark printed on the outside, e.g. UK123456, but the chip within will still have an individual number. When you purchased these tags you should have been notified of the range of numbers within the tags purchased; if not, your tag supplier will be able to tell you. Again, the format of the flock number on the chip will be UK0123456 (note the zero after 'UK') and the individual tag number will be format 00123, a five digit number with leading zeros.

If you do not enter the tag numbers in this format then your Stock Recorder will not recognise the animals – to a computer UK123456 123 is a completely different number to UK0123456 00123.

If you have animals with older EID tags (tags issued pre-2010), then the number in the EID chip will have no obvious relationship to the number printed on the tag. For example, the number in the chip might be something like 0940000000057432 where the number on the tag is UK123456 123 (note the lack of extra zeros). In this case it is still important to enter the number as it appears on the tag.

Entering Your Animals

Sheep

Adding Current Animals

When you have finished setting up your basic farm records you can enter the details for the individual animals present on the farm at your chosen start date. To access the required screen, choose ***Animal Records>Add Current Animals***. Please note that you should only use this screen when setting up your initial data, i.e. to get your current stock onto the program. You do not use this screen to add animals subsequently purchased or born into your stock - these should either be entered in the purchase screen or the lambing screen as and when they happen (the one exception might be if you wanted to add a range of lambs with consecutive electronic tag numbers and were not interested in recording their parentage or accurately recording their sex and date of birth).

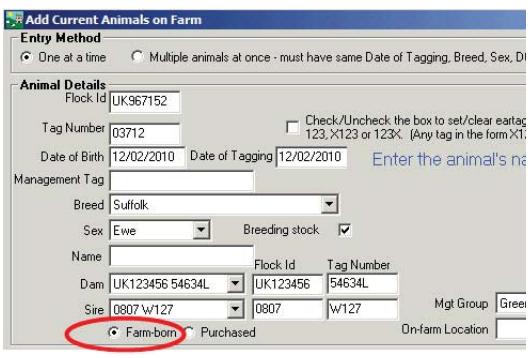
You may choose to add animals one at a time, or multiple animals in one go provided they have a consecutive run of tag numbers.

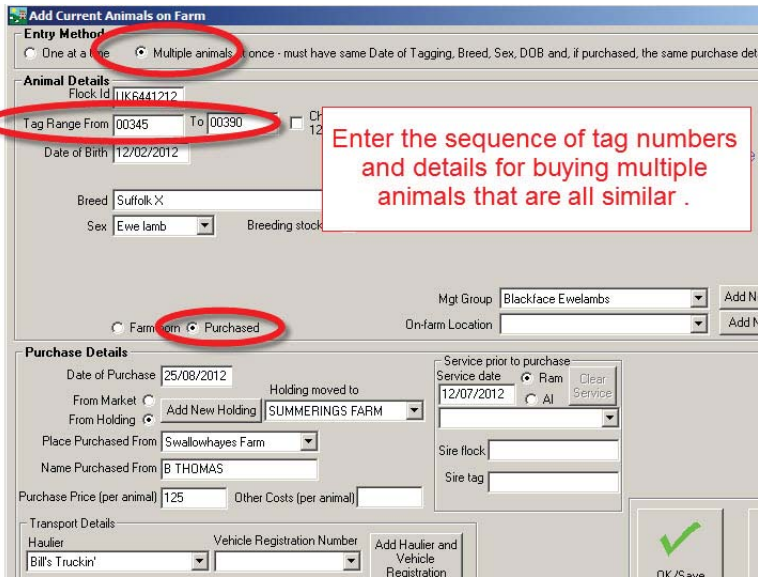
Enter as much information as you have on your animals to keep the flock records as accurate as possible. Whether adding animals on an individual or multiple basis, the mandatory fields are the flock number, individual tag number, date of birth, breed, sex and date of tagging (or 'identification date' to comply with UK legislation).

Entering Additional Information when Initially Adding Animals

Whichever method is chosen to enter the animal information, the following details will also need to be completed before the record is saved.

1. Select either ***On-Farm Birth*** or ***Purchase.*** If purchase is selected you will be prompted to enter purchase information
2. Select whether the animal was bought from another holding or a market. If the market or holding has already been entered, it will be in the drop down menu. If it is a new holding or market, click on ***Add New Holding / Market***. This will take you to the relevant screen (accessed directly through the Farm Records menu) where you will be able to enter the details and save.
3. Animals can also be entered into a management group and / or on-farm location from this screen. The group will appear in the drop down list if already entered, if not click on the relevant ***Add*** button and create the new group or location as detailed earlier.
4. When all the known information is added, click on ***OK/Save***. Certain information will remain populated until you change it or exit the screen, so it makes life easier if you can add animals that were bought on the same day and from the same vendor in batches.





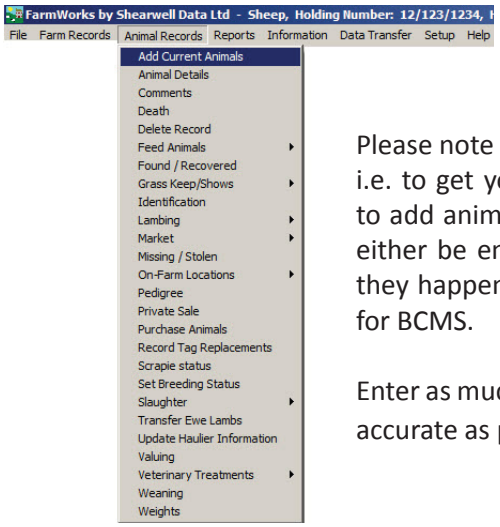
Entering Your Animals

Cattle

Adding Current Animals

When you have finished setting up your basic farm records you can enter the details for the individual animals present on the farm at your chosen start date.

To access the required screen, choose ***Animal Records>Add Current Animals***.



Please note that you must only use this screen when setting up your initial data, i.e. to get your current stock onto the program. You must not use this screen to add animals subsequently purchased or born into your stock - these should either be entered in the purchase screen or the lambing screen as and when they happen. This screen does not create passport or movement notifications for BCMS.

Enter as much information as you have on your animals to keep the herd book as accurate as possible. There are three ways to enter the basic animal details.

Entering animal details using a Barcode Scanner

Plug the barcode scanner into a free USB port. This can be left plugged in even after the PC is turned off. There are two barcodes on the passport: -

1. A large one at the top of the passport – this holds just the herd number and the tag number
2. And a thin one at the bottom of the passport – this one holds the animal information

When you enter this screen, the cursor will be flashing in the barcode scan box. Scan the thin barcode at the bottom of the passport. The following information will be populated: - Tag number, DOB, sex, and breed.

The passport only stores the animal sex as either male or female and FarmWorks requires one of the following – heifer, steer, bull or cow to be completed. The sex line on the screen will now be highlighted. You can fill this by either typing in H for heifer, B for bull etc, or using the drop down list to select the sex.

Manually entering the information

- The Herd Id field must be entered exactly as it appears on the animal's official documentation (i.e. Passport in the UK), including the 'UK' prefix if relevant.

- For UK tags the check digit and any leading zeros should not be entered; for example if the tag number is 700012 just enter the trailing '12' and the program will enter the check digit and leading zeros as necessary.

- For older animals with alpha numeric herd numbers the program will pad the zeros. For example were the tag number is UKAB1234 00012, type in UKAB1234 and the 12.

- If the registration certificates (some older cattle) shows a date of 11/11/1111 you should use your best estimate, although for UK users we would recommend the CTS document/passport is returned to BCMS so that the CTS and FarmWorks records are the same.

Entering Your Animals

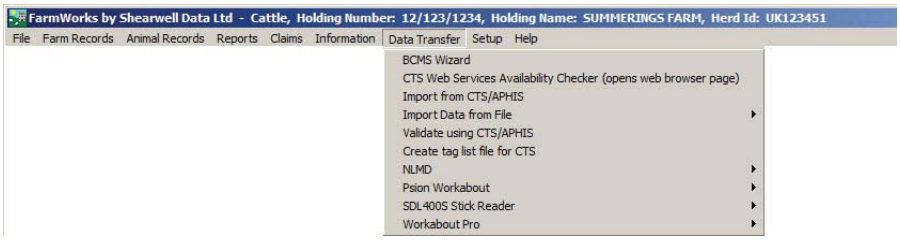
To use any of the CTS transfer options you will need your CTS Webservices user ID and password. This is not the same as the Government gateway username and password that you would use for the CTS website (CTS Online).

To get the appropriate details contact BCMS on their general enquiry line and ask them very specifically for your holding's CTS Webservices user ID and password and for them to ensure that it is still active. (BCMS tel: 0845 050 1234).

Downloading Data from CTS (Cattle Tracing System)

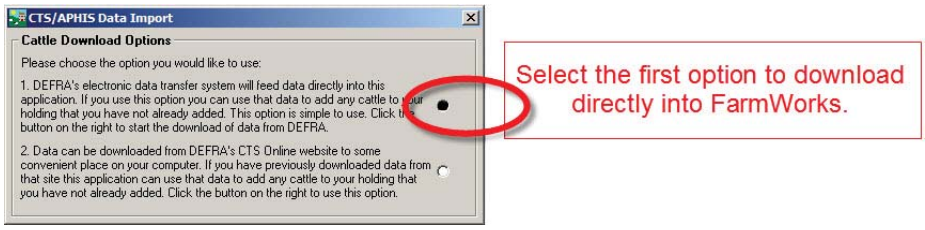
Automated Method (Recommended)

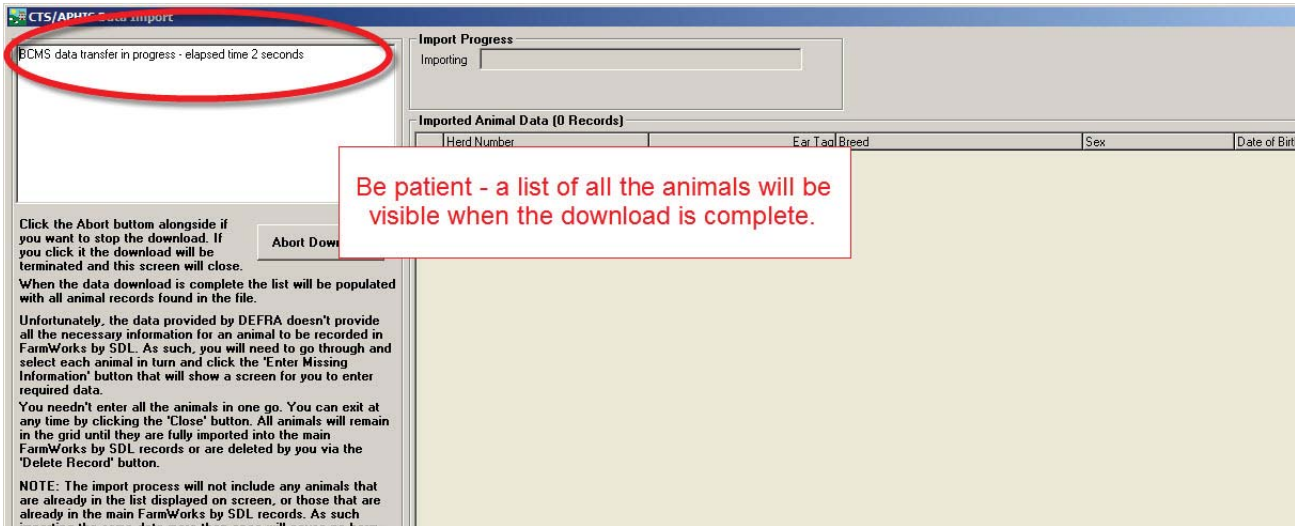
- This will import animal records that CTS have listed as being on your holding as of 24 hours ago (their system updates overnight) and is probably the fastest and most accurate way of loading your current stock onto the program.



- Go to ***Data Transfer > Import from CTS/APHIS***. Choose the first option and you will be prompted for your CTS Webservices user ID and password. Enter them here, click ***Save*** and they will be retained for future use.

- The program will then automatically connect to CTS and download your animal information.


CTS/APHIS Data Import
Cattle Download Options
Please choose the option you would like to use:
1. DEFRA's electronic data transfer system will feed data directly into this application. If you use this option you can use that data to add any cattle to your holding that you have not already added. This option is simple to use. Click the button on the right to start the download of data from DEFRA.
2. Data can be downloaded from DEFRA's CTS Online website to some convenient place on your computer. If you have previously downloaded data from that site this application can use that data to add any cattle to your holding that you have not already added. Click the button on the right to use this option.
Select the first option to download directly into FarmWorks.


BCMS data transfer in progress - elapsed time 2 seconds
Import Progress
Importing
Imported Animal Data (0 Records)
Herd Number
Ear Tag
Breed
Sex
Date of Birt
Be patient - a list of all the animals will be visible when the download is complete.
Click the Abort buttom alongside if you want to stop the download. If you click it the download will be terminated and this screen will close.
When the data download is complete the list will be populated with all animal records found in the file.
Unfortunately, the data provided by DEFRA doesn't provide all the necessary information for an animal to be recorded in FarmWorks by SDL. As such, you will need to go through and select each animal in turn and click the 'Enter Missing Information' button that will show a screen for you to enter required data.
You needn't enter all the animals in one go. You can exit at any time by clicking the 'Close' button. All animals will remain in the grid until they are fully imported into the main FarmWorks by SDL records or are deleted by you via the 'Delete Record' button.
NOTE: The import process will not include any animals that are already in the list displayed on screen, or those that are already in the main FarmWorks by SDL records. As such

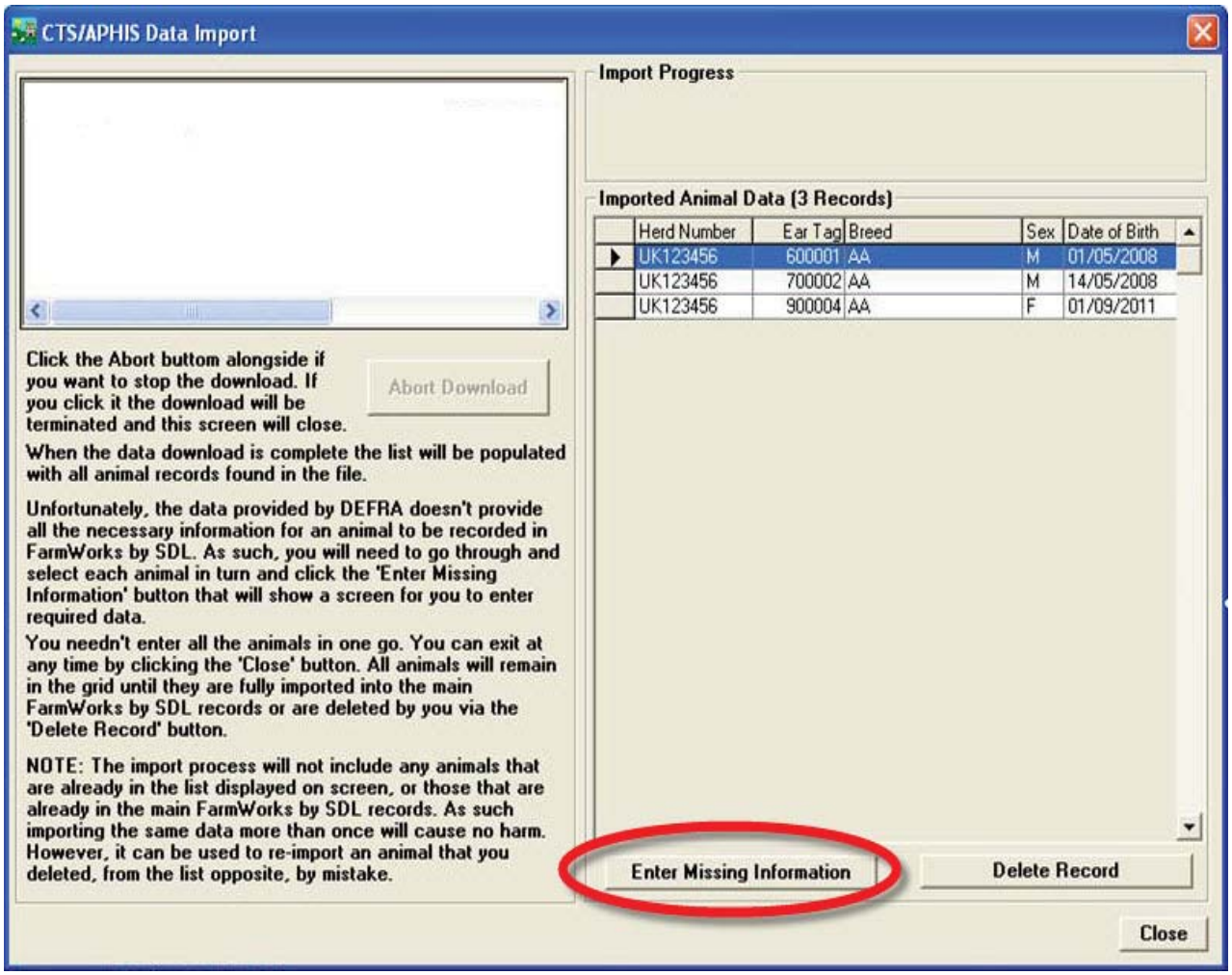
Entering Your Animals

- The CTS import does not contain sufficient information for your records, so you will have to supply the missing detail.

- Select one animal in the list by highlighting the line and click the ***Enter Missing Information*** button. A screen will be displayed (the ***Add Current Animals*** screen) where you can enter the missing information and save it or exit it without saving.

- If you save the information the animal will have been added to your records and removed from the list of animals waiting to be added.

- Click the ***Close*** button to exit the screen. You do not need to process all the animals in the list in one session and you can return to this screen at any time. If you do return to this function at a later date and re-import the animals from CTS, animals you have already added will not re-appear – i.e. the program prevents you from being able to add duplicates.


CTS/APHIS Data Import
Import Progress
Imported Animal Data (3 Records)
Herd Number
Ear Tag
Breed
Sex
Date of Birth
UK123456 600001 AA M 01/05/2008
UK123456 700002 AA M 14/05/2008
UK123456 900004 AA F 01/09/2011
Click the Abort buttom alongside if you want to stop the download. If you click it the download will be terminated and this screen will close.
Abort Download
When the data download is complete the list will be populated with all animal records found in the file.
Unfortunately, the data provided by DEFRA doesn't provide all the necessary information for an animal to be recorded in FarmWorks by SDL. As such, you will need to go through and select each animal in turn and click the 'Enter Missing Information' button that will show a screen for you to enter required data.
You needn't enter all the animals in one go. You can exit at any time by clicking the 'Close' button. All animals will remain in the grid until they are fully imported into the main FarmWorks by SDL records or are deleted by you via the 'Delete Record' button.
NOTE: The import process will not include any animals that are already in the list displayed on screen, or those that are already in the main FarmWorks by SDL records. As such importing the same data more than once will cause no harm. However, it can be used to re-import an animal that you deleted, from the list opposite, by mistake.
Enter Missing Information
Delete Record
Close

Import from file (Cattle and Sheep)

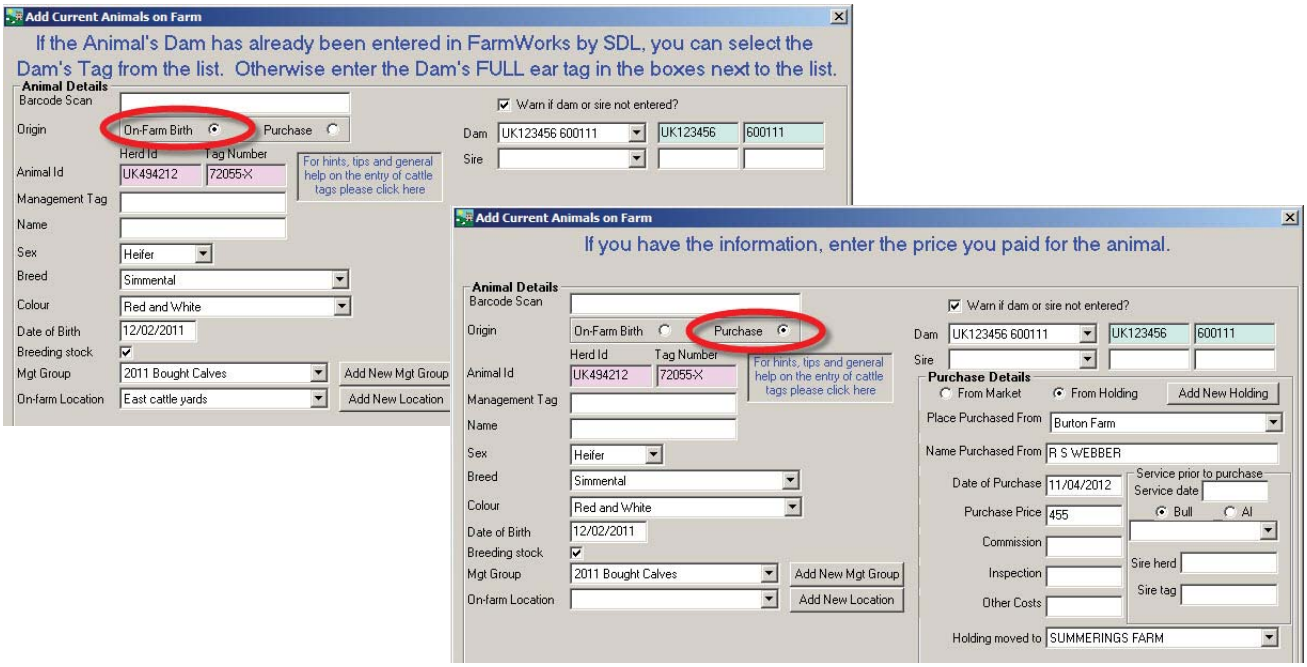
You can use this feature to import animals from a 'csv' file. All 'csv' stands for is 'comma separated variable', which in normal English just means that each bit of data, e.g. tag number, breed, sex, date of birth, etc. has a comma between it. This however does require a certain amount of familiarity with file layouts and perhaps Excel spreadsheets – there are comprehensive instructions within the function itself, but they must be adhered to absolutely.

Entering Your Animals

Entering Additional Information when initially Adding Animals

Whichever method is chosen to enter the animal information, the following details will also need to be completed before the record is saved.

1. Select either ***On-Farm Birth*** or ***Purchase***
2. If purchase is selected you will be prompted to enter purchase information
3. Select whether the animal was bought from another holding or at a market. If the market or holding has already been entered, it will be in the drop down menu. If it is a new holding or market, click on ***Add New Holding / Market***. This will take you to the relevant screen where you will be able to enter and save the details.
4. Animals can also be entered into a management group and / or on-farm location from this screen. The group will appear in the drop down list if already entered, if not click on the relevant ***Add*** button and create the new group or on-farm location as detailed earlier.
5. When all the known information is added, click on ***OK/Save***.



Adding Animals and Maintaining Records after the Initial Set up is Complete

After completing the records for animals present from your chosen date, new animals should be added through the ***Purchase animals***, ***Calving*** or ***Lambing*** screens. The other options under the ***Animal Records*** menu item can be used for additional maintenance of animal details.

Animal movements can be recorded by choosing, among others, the ***Grass Keep*** or ***Market*** menu items, recording their private sale, sending them to slaughter and recording their death. It should be noted that sending animals to market or slaughter does not change the animals to be 'old stock' – as far as FarmWorks is concerned they are still under your ownership – it just records a movement to a new location for the animal. To move it to old stock you must actually record the slaughter of an animal through ***Record Slaughter of Animals***, and likewise to sell an animal at market, ***Record Sale of Animals At Market***.

Further options also exist to maintain animal details, for example recording Passports, Pedigree, or Veterinary Treatments administered to animals.

Purchasing Animals

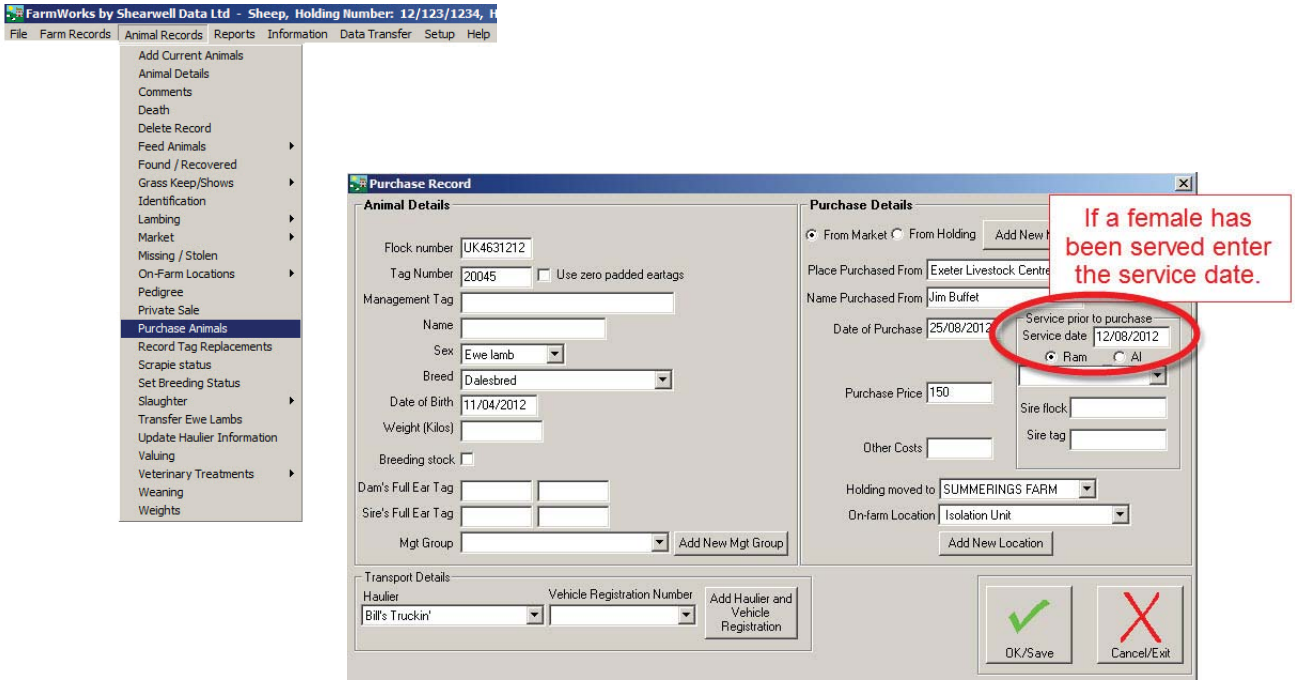
Purchasing Animals

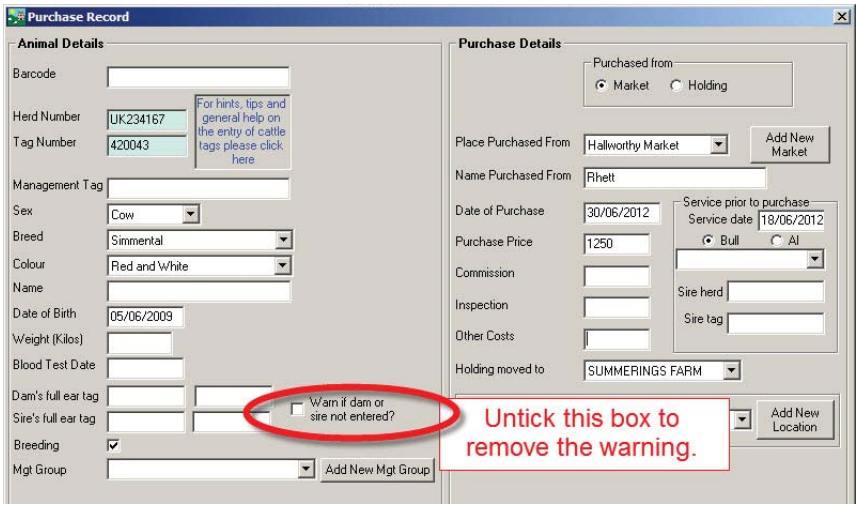
1. From the menu bar select: ***Animal Records > Purchase Animals***.
2. Enter the details of the animal. Use the dropdown boxes to select breed and sex.
3. Fill in the purchase details. Use the drop down box to select where the animal was purchased from, or you can ***Add New Market*** / ***Add New Holding*** by clicking on the appropriate button.

- Animals can be put straight into a management group or location at this point.

1. Click ***OK/Save*** to record the purchase.

- Some information will remain on the screen to avoid typing in duplicate information if the animals purchased are from the same vendor and on the same date. These lines will remain populated until the screen is either exited or the data changed.
- If you do not wish for a warning asking you to add dam and sire details to appear, un-tick the box.
- If the animal is female and has been put to ram prior to purchase, enter the details here.
- To exit the screen click ***Cancel/Exit***.

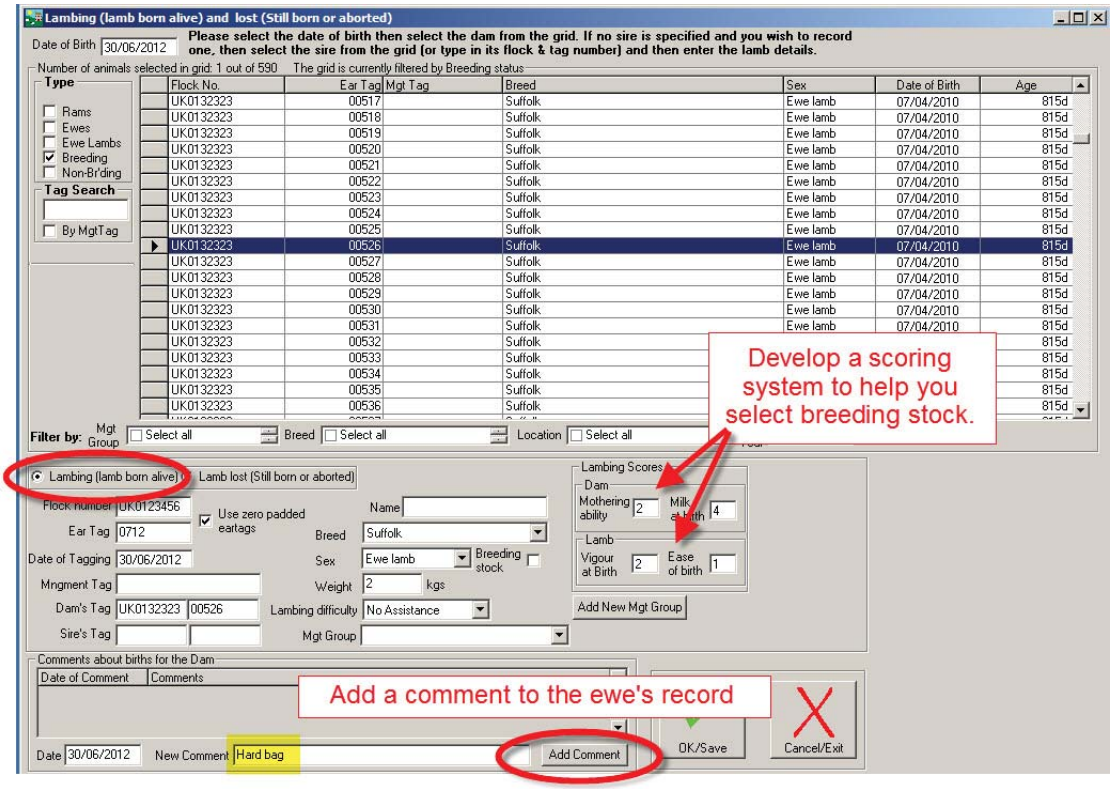




Recording Births

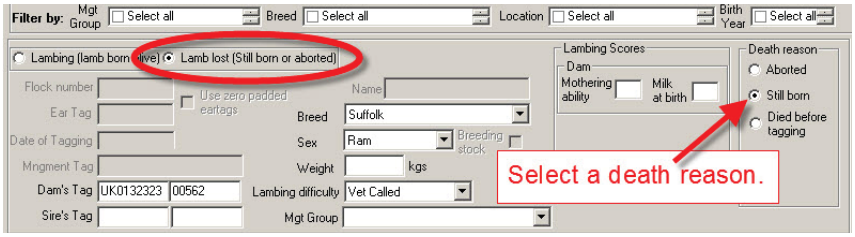
Recording lambing - live lamb

1. From the menu bar select: ***Animal Records > Lambing > Lambing (lamb born alive) and lost (Still born or aborted).*** Note that you are also able to record when the animal is served and the scanning / pregnancy diagnosis results. For more details press F1 on the keyboard when in the relevant screen.
2. Select the date the animal lambed. A list of dams will be displayed. Select the dam from the list.
3. Your own herd number and the dam's tag information will automatically be shown. If an appropriate service record has been recorded then the sire's tag information will also be shown.
4. Enter the tag number of the lamb. Enter the name or management tag of the lamb (optional).
5. Use the dropdown menus to select the breed and sex of the lamb.
6. Select if the animal is to be used as breeding stock.
7. Enter the birth weight of the lamb (optional).
8. Select how easy lambing was if required from the drop down list (optional).
9. Enter any comment that you wish to make on the lambing and click on ***Add comment***. This comment will then appear in the main details section for the dam.


Lambing (lamb born alive) and lost (Still born or aborted)
Develop a scoring system to help you select breeding stock.
Add a comment to the ewe's record

Recording lambing - dead lamb

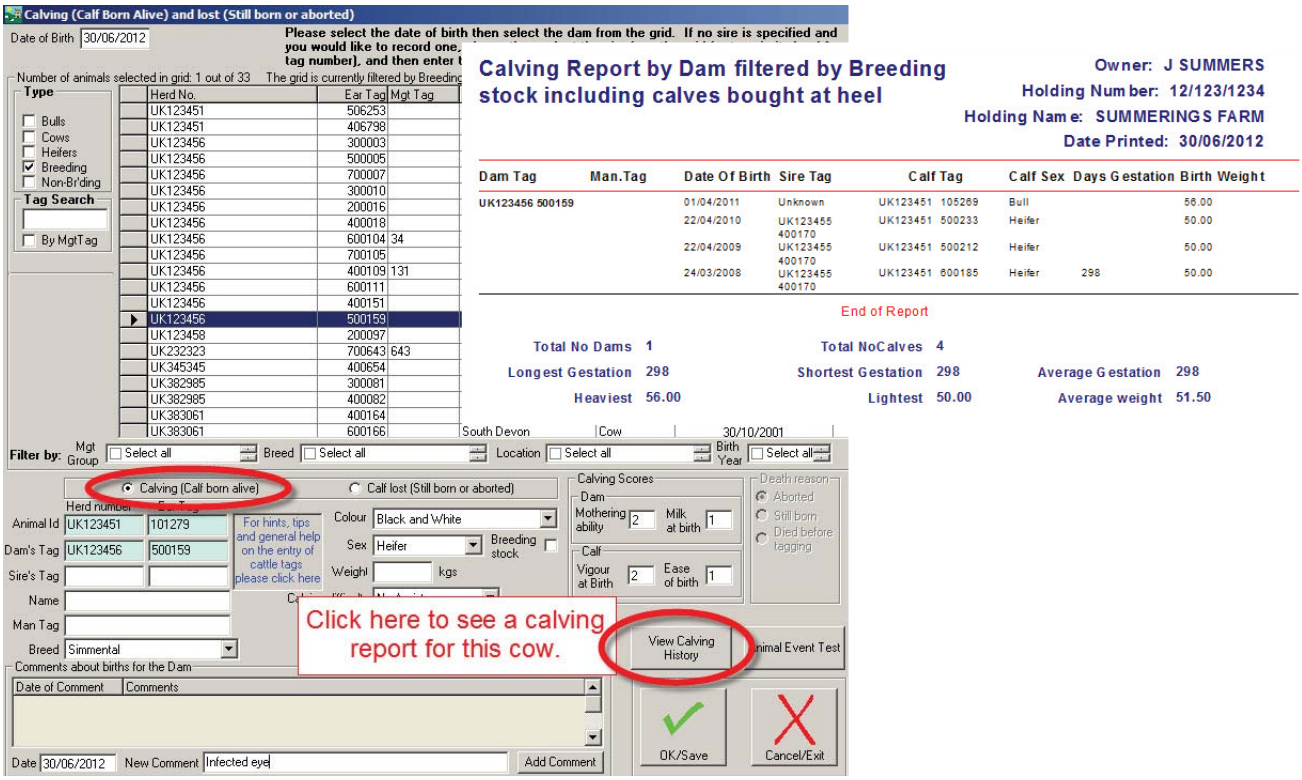
1. If the lamb was stillborn/aborted or died before tagging select which in the ***Death reason*** frame. If the lamb died before tagging you must also select the date of death in this frame.
2. Click on ***OK/Save*** to save changes.
3. Click on ***Cancel/Exit*** to exit the screen.



Recording Births

Recording calving - live calf

1. From the menu bar select: ***Animal Records > Calving > Calving (calf born alive) and lost (Still born or aborted).***
2. Select the date the animal calved. A list of dams will be displayed. Select the Dam from the list.
3. Your own herd number and the dam's tag information will automatically be shown. If an appropriate service record has been recorded then the sire's tag information will also be shown.
4. Enter the tag number of the calf. Enter the name or management tag of the calf (optional).
5. Use the dropdown menus to select the breed and sex of the calf.
6. Enter the birth weight and calving difficulty from the drop down list (optional).
7. Enter any comment that you wish to make on the calving and click on ***Add comment.*** This comment will then appear in the main details section for the dam.
8. Click ***View Calving History*** to get a report on the dam's production.


Calving (Calf Born Alive) and lost (Still born or aborted)
Calving Report by Dam filtered by Breeding stock including calves bought at heel
Owner: J SUMMERS
Holding Number: 12/123/1234
Holding Name: SUMMERINGS FARM
Date Printed: 30/06/2012
End of Report
Total No Dams 1
Total NoCalves 4
Longest Gestation 298
Shortest Gestation 298
Average Gestation 298
Heaviest 56.00
Lightest 50.00
Average weight 51.50
Click here to see a calving report for this cow.
View Calving History
OK/Save
Cancel/Exit

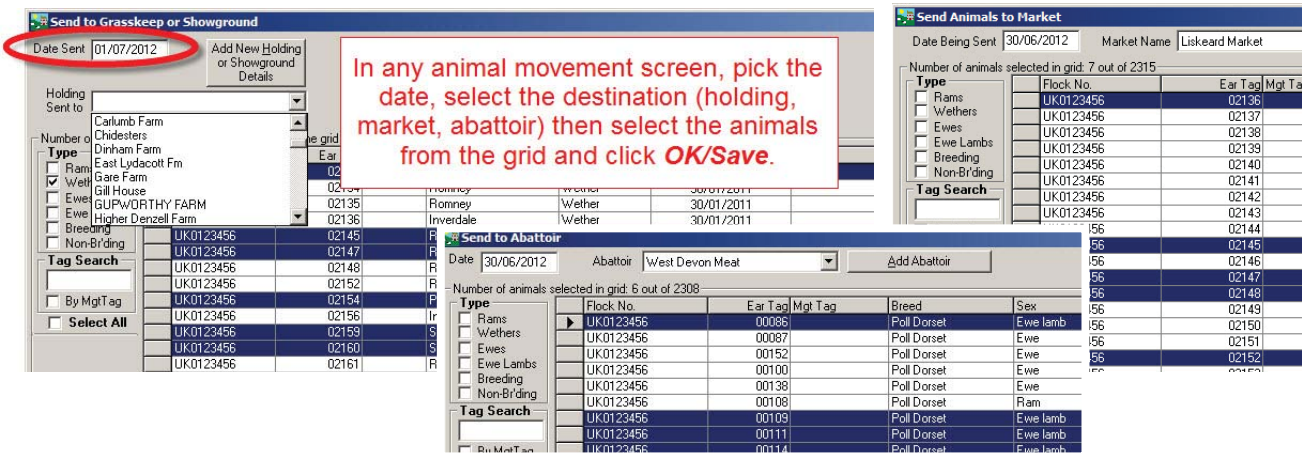
Recording calving - dead calf

1. If the calf was stillborn/aborted or died before tagging select which in the ***Death reason*** frame. If the calf died before tagging you must also select the date of death in this frame.
2. Click on ***OK/Save*** to save changes.
3. Click on ***Cancel/Exit*** to exit the screen.

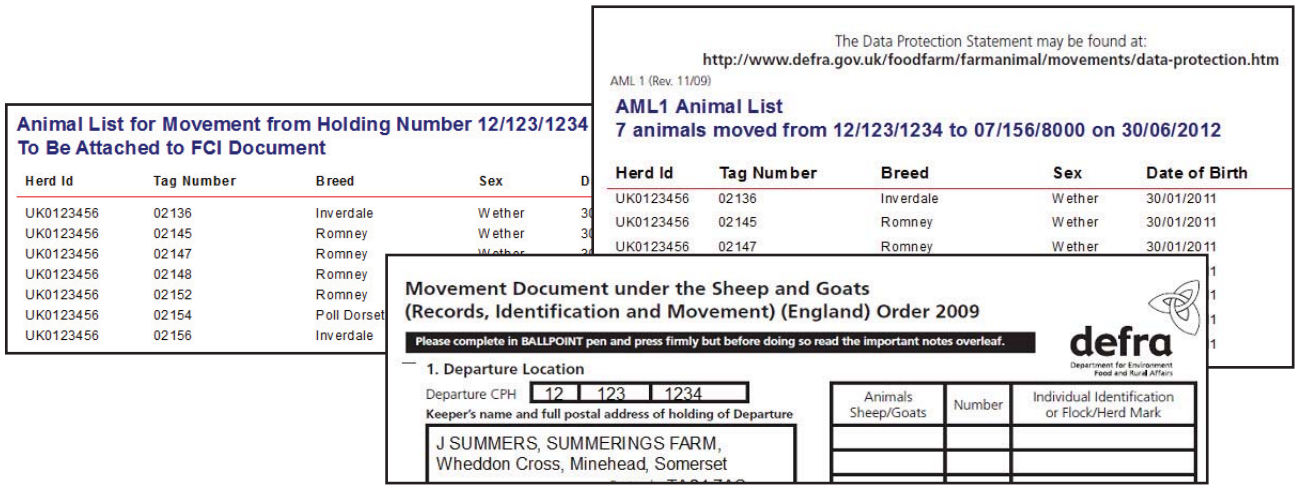
Animal Movements Off the Farm

Movements to Grass Keep, Market or Abattoir

1. From the menu bar select: ***Animal Records > Market > Send Animals to Market***
   or ***Animal Records >Slaughter > Send to Slaughter***
   or ***Animal Records >>Send to Grass Keep.***
2. Enter the date the animals are being sent. The list of available animals will then be displayed.
3. Select the market / holding or abattoir to which the animals are going using the drop down box. If it is a new market / holding or abattoir click on ***Add New*** …….
4. Enter the lot number (optional – market only).
5. To select animals to send to market, click on the left-hand side of the grid entry for the animal. The line will then be highlighted. To select more than one animal use one the methods of selection outlined on Pages 11/ 12. Only click ***OK / Save*** when you have selected all animals being moved or all animals in one lot (market only).
6. Cattle can be selected using the barcode scanner. Click in the tag search box and scan the large barcode at the top of the passport. Keep on scanning the barcodes until all animals are highlighted in the grid. Only click ***OK / Save*** when you have selected all animals being moved or all animals in one lot (market only).
7. The number selected will be shown above the grid. Click ***OK/Save***.


Send to Grasskeep or Showground
Date Sent 01/07/2012
Add New Holding or Showground Details
Holding Sent to
Carlumb Farm
Chidesters
Dinham Farm
East Lydacott Fm
Gare Farm
Gill House
GUPWORTHY FARM
Higher Denzell Farm
In any animal movement screen, pick the date, select the destination (holding, market, abattoir) then select the animals from the grid and click OK/Save.
Send Animals to Market
Date Being Sent 30/06/2012
Market Name Liskeard Market
Send to Abattoir
Date 30/06/2012
Abattoir West Devon Meat
Add Abattoir

8. To see a Transport , FCI or AML1 Certificate, click the appropriate ***View...***button.
9. The Transport Certificate will then appear on the screen. To print this click on the printer symbol at the top left hand corner of the screen. To exit the Transport Certificate, click the X at the top right hand side of the screen.
10. To exit the Send Animals to Market screen, click ***Cancel/Exit***.


Animal List for Movement from Holding Number 12/123/1234
To Be Attached to FCI Document
The Data Protection Statement may be found at:
http://www.defra.gov.uk/foodfarm/farmanimal/movements/data-protection.htm
AML 1 (Rev. 11/09)
AML1 Animal List
7 animals moved from 12/123/1234 to 07/156/8000 on 30/06/2012
Movement Document under the Sheep and Goats
(Records, Identification and Movement) (England) Order 2009
Please complete in BALLPOINT pen and press firmly but before doing so read the important notes overleaf.
defra
1. Departure Location
Departure CPH 12 123 1234
Keeper's name and full postal address of holding of Departure
J SUMMERS, SUMMERINGS FARM,
Wheddon Cross, Minehead, Somerset
Animals Sheep/Goats
Number
Individual Identification or Flock/Herd Mark

Animal Movements On the Farm

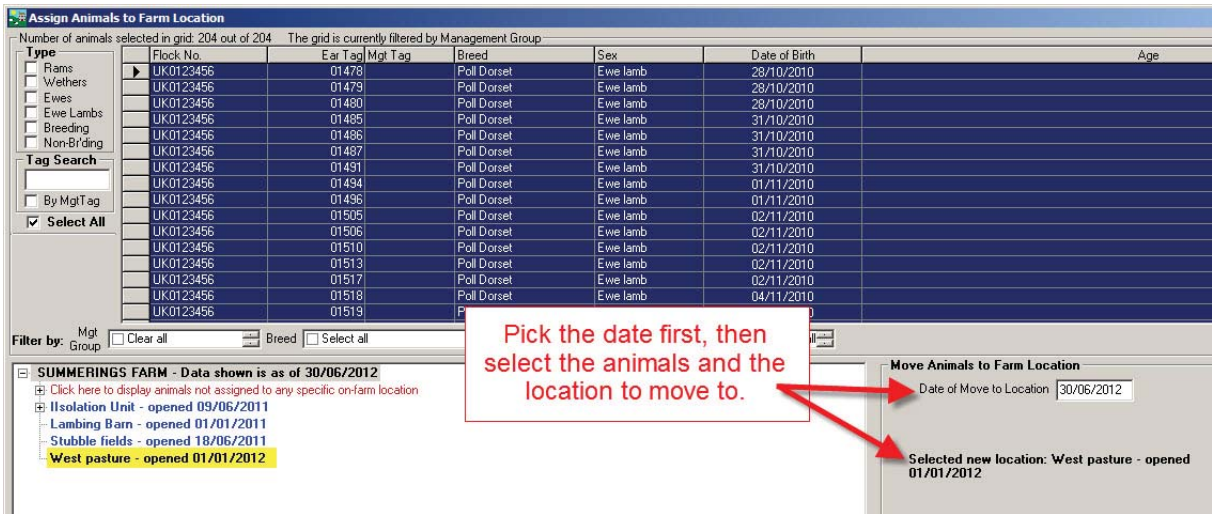
Adding animals to an On Farm Location

You can access this screen from the ***Farm Records>Farm Locations*** screen or directly from ***Animal Records > On-Farm Locations > Assign Animals to On-farm Location***.

Once you have set up the sub-locations on your farm, you can assign animals to them. To begin you must choose a date in the ***Date of Move to Location*** box. You can see a list of animals that are currently on the main holding but aren't assigned to an on-farm location by clicking ***Click here to display animals not assigned to any specific on-farm location*** in the locations tree on the left.

To assign an animal to an on-farm location

1. Click on the name of the sub-location you wish to move the animals to in the locations window. The words ***Selected new location*** and the sub-location name will appear on the right hand side to confirm your choice.
2. Select the animals to be moved to the location, by either using the Tag Search box, the grid filters or by using the Ctrl or Shift keys to select multiple animals. (See page 11 & 12)
3. Click ***OK/Save***. The animals you selected will be added to the sub-location you chose.
4. The locations window will automatically update itself and display the animals at the sub-location you moved them to. You can view animals at any other sub-location by clicking the one you wish to see and choosing ***Click here to display animals at...***
5. You can also shortcut to the De-assign Animals screen or the Adding / Amending On-Farm locations screen.



To de-assign an animal from an on-farm location

1. Go to ***Animal Records > On-Farm Locations > De-assign Animals from On-farm Location***
2. Select the animals to be de-assigned from any sub-location, by either using the Tag Search box, the grid filters or by using the Ctrl or Shift keys to select multiple animals. You can also select animals from the locations window, and this will automatically select them in the grid above.
3. Click ***OK/Save***. The animals you selected will be de-assigned from all sub-locations on the date chosen.
4. The locations window will automatically update itself and display all unassigned animals at the main holding. You can view animals at any other sub-location by clicking the one you wish to see and choosing Click here to display animals at...
5. You can also shortcut to the ***De-assign Animals*** screen or the ***On-Farm locations*** screen.
6. To exit the screen click ***Cancel/Exit***.

Selling Animals

Private Sale

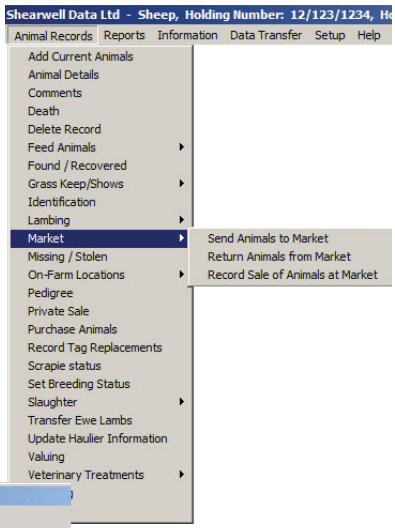
This section refers to a private sale of animals from one farm to another.

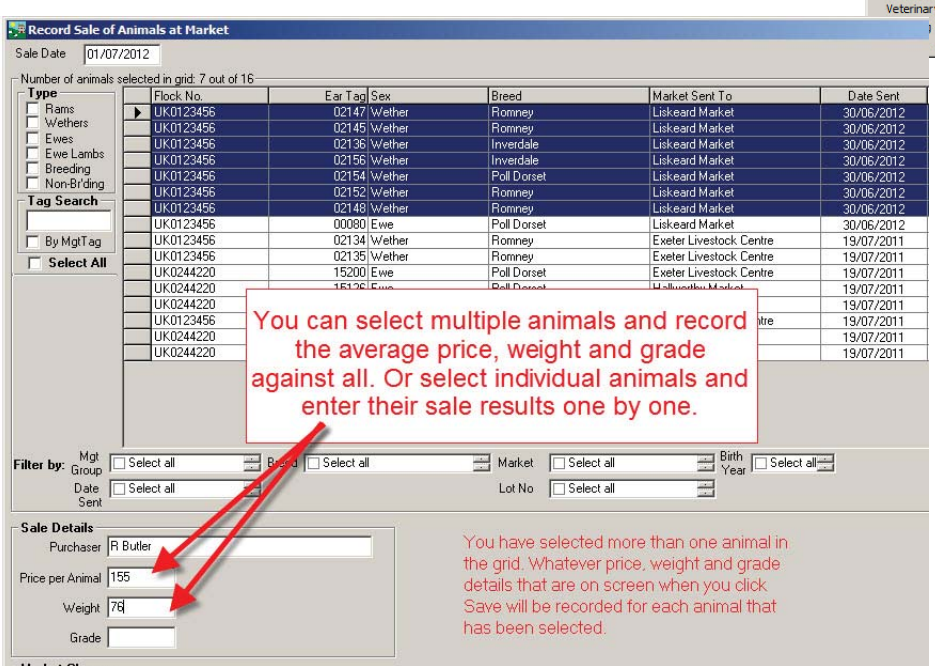
1. From the menu bar select: ***Animal Records > Private Sale.***
2. Select the date of sale. A list of available animals will be displayed.
3. To sell an animal, click on the left-hand side of the grid entry for the animal to be sold. This animal will then be highlighted. To sell more than one animal, hold the Ctrl key down and click on the animals to be sold, or use the tag search box. For large numbers of animals use the filters under the grid to narrow your search.
4. Select a holding from the drop down list or click ***Add Holding***.
5. Enter the sale details (optional).
6. To record the sale click ***OK/Save***. To exit the screen click ***Cancel/Exit***.

Selling animals at market

Selling animals at a market is a two step process. The animal movement must be recorded first then the actual sale details are entered after the sale has taken place. To learn how to record a movement of animals to market - see page 34.

1. From the menu bar select: ***Animal Records > Market > Record Sale of Animals at market.***
2. Select the date of sale. A list of available animals will be displayed.
3. To sell an animal, click on the left-hand side of the grid entry for the animal to be sold. This animal will then be highlighted.
4. To sell more than one animal, hold the Ctrl key down and click on the animals that are going to be sold, or use the tag search box. For large numbers of animals use the filters under the grid to narrow your search.
5. Select a holding from the drop down list or click ***Add Holding***.
6. Enter the sale details (optional).
7. To record the sale click ***OK/Save***.
8. To exit the screen click ***Cancel/Exit***.



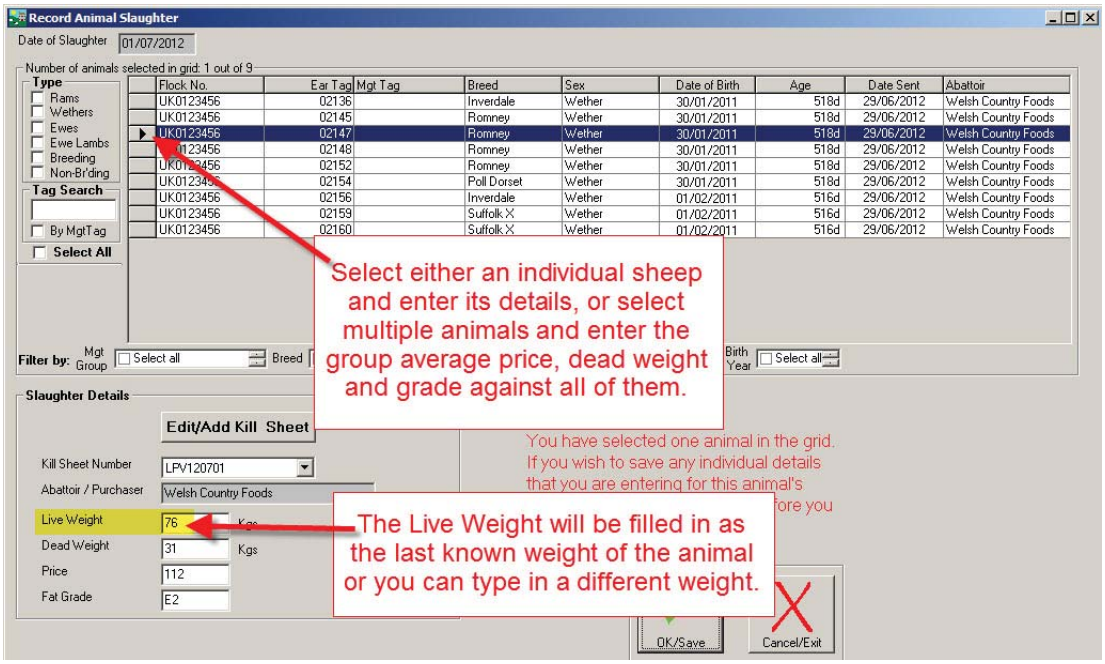

Record Sale of Animals at Market
Sale Date 01/07/2012
Number of animals selected in grid: 7 out of 16
Type
Rams
Wethers
Ewes
Ewe Lambs
Breeding
Non-Br'ding
Tag Search
By MgtTag
Select All
Flock No.
Ear Tag
Sex
Breed
Market Sent To
Date Sent
UK0123456 02147 Wether Romney Liskeard Market 30/06/2012
UK0123456 02145 Wether Romney Liskeard Market 30/06/2012
UK0123456 02136 Wether Inverdale Liskeard Market 30/06/2012
UK0123456 02156 Wether Inverdale Liskeard Market 30/06/2012
UK0123456 02154 Wether Poll Dorset Liskeard Market 30/06/2012
UK0123456 02152 Wether Romney Liskeard Market 30/06/2012
UK0123456 02148 Wether Romney Liskeard Market 30/06/2012
UK0123456 00080 Ewe Poll Dorset Liskeard Market 30/06/2012
UK0123456 02134 Wether Romney Exeter Livestock Centre 19/07/2011
UK0123456 02135 Wether Romney Exeter Livestock Centre 19/07/2011
UK0244220 15200 Ewe Poll Dorset Exeter Livestock Centre 19/07/2011
You can select multiple animals and record the average price, weight and grade against all. Or select individual animals and enter their sale results one by one.
Filter by: Mgt Group
Date Sent
Market
Lot No
Birth Year
Sale Details
Purchaser R Butler
Price per Animal 155
Weight 76
Grade
You have selected more than one animal in the grid. Whatever price, weight and grade details that are on screen when you click Save will be recorded for each animal that has been selected.

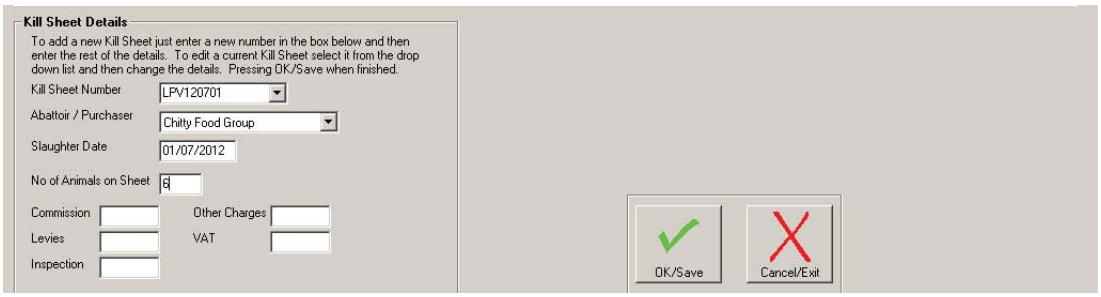
Selling Animals

Selling animals for slaughter

Selling animals to an abattoir is a two-step process. The animal movement must be recorded first then the actual sale and carcass details are entered after the slaughter has taken place. To learn how to record a movement of animals to market - see page 34.

1. From the menu bar select: ***Animal Records > Slaughter > Record Slaughter of Animals.***
2. Select the date of slaughter. A list of available animals will be displayed.
3. To record slaughter details for an individual animal, click to the left of the tag on the grid to highlight it. Its last recorded weight will appear in the ***Live Weight*** field (or you can enter a different live weight) and you can enter its dead weight, sale price and fat grade (optional).
4. To sell more than one animal, hold the Ctrl key down and click on the animals that are going to be sold, or use the tag search box. For large numbers of animals use the filters under the grid to narrow your search.
5. Creating a Kill Sheet for large groups of slaughter animals can speed data entry by applying the same standard deductions (levy, commission, VAT, etc) to each animal.
6. To record slaughter details against multiple animals, select the animals on the grid then enter the average live weight, dead weight, price and fat grade.
7. To record the sale click ***OK/Save***.
8. To exit the screen click ***Cancel/Exit***.


Record Animal Slaughter
Date of Slaughter 01/07/2012
Number of animals selected in grid: 1 out of 9
Select either an individual sheep and enter its details, or select multiple animals and enter the group average price, dead weight and grade against all of them.
Slaughter Details
Edit/Add Kill Sheet
Kill Sheet Number LPV120701
Abattoir / Purchaser Welsh Country Foods
Live Weight 76 Kgs
Dead Weight 31 Kgs
Price 112
Fat Grade E2
You have selected one animal in the grid. If you wish to save any individual details that you are entering for this animal's
The Live Weight will be filled in as the last known weight of the animal or you can type in a different weight.
OK/Save
Cancel/Exit

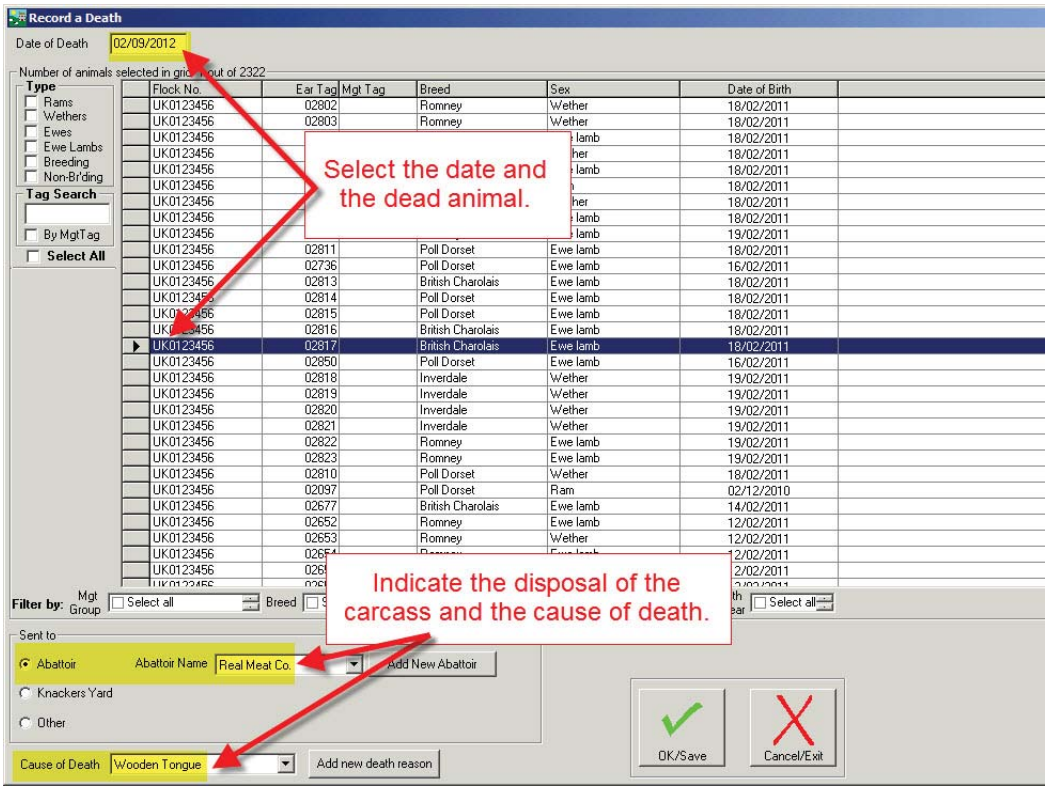

Kill Sheet Details
To add a new Kill Sheet just enter a new number in the box below and then enter the rest of the details. To edit a current Kill Sheet select it from the drop down list and then change the details. Pressing OK/Save when finished.
Kill Sheet Number LPV120701
Abattoir / Purchaser Chitty Food Group
Slaughter Date 01/07/2012
No of Animals on Sheet 8
Commission
Other Charges
Levies
VAT
Inspection
OK/Save
Cancel/Exit

Recording Deaths

Deaths

A cause of death must be included when recording a dead animal. You can enter your own causes of death or download a list of death reasons from the NLMD in ***Farm Records> Death Reasons*** (*see instructions page 20*).

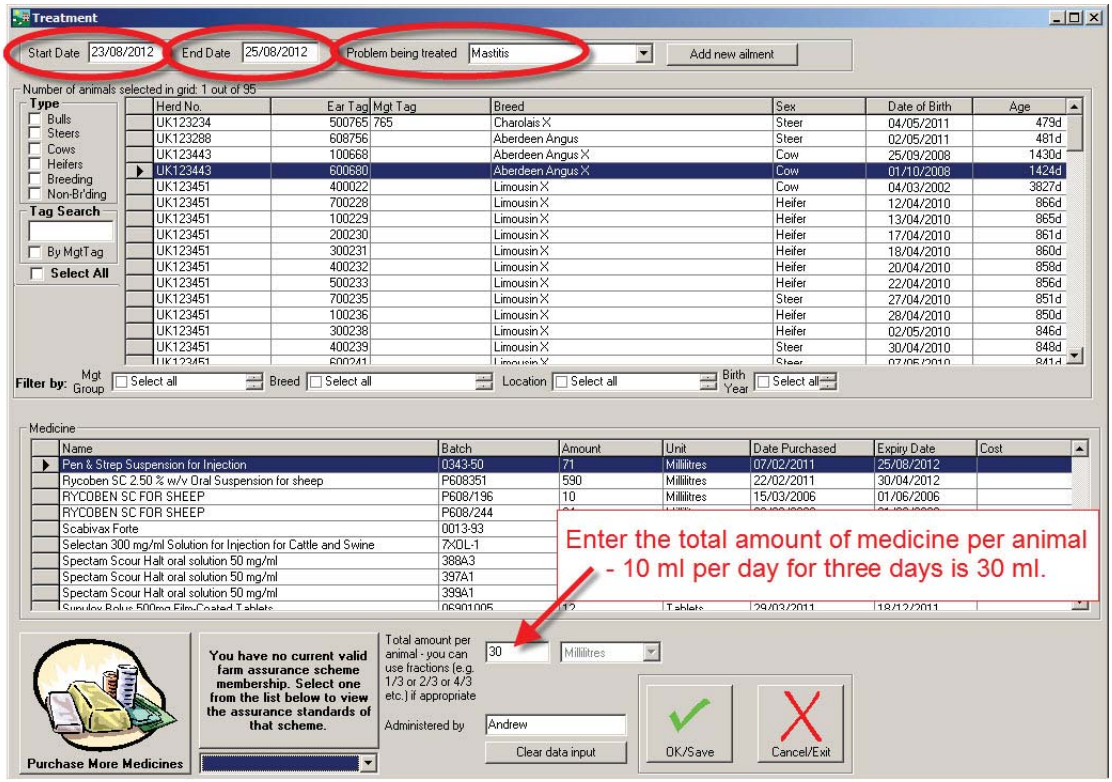
1. From the menu bar select: ***Animal Records > Death***.
2. Select the date of death. A list of eligible animals will be displayed.
3. Click on the left-hand side of the animal that has died.
4. To search for an individual animal, enter the tag number, or the management number in the ***Search for Tag*** box and press the return key on the keyboard. This line will then be highlighted.
5. Select where the animal has gone: ***Abattoir***, ***Knackers Yard*** or ***Other***.
6. If you selected ***Abattoir***, use the dropdown menu to select which abattoir.
7. You can click ***Add Abattoir*** to enter the details of a new abattoir.
8. If you chose ***Knackers Yard*** or ***Other*** you will need to enter details of either ***Name*** and ***Kill Reference Number*** or location.
9. Click ***OK/Save*** to record the death.
10. To exit the screen click ***Cancel/Exit.***



Recording Medical Treatments

Treatments

1. From the menu bar select ***Animal Records > Veterinary Treatments > Treat Animals***.
2. Select the treatment ***Start Date***. A list of available animals will be displayed. Select the treatment ***End Date***. This may be the same if a one off treatment.
3. Select the ailment in ***Problem being treated*** from the drop down list or add a new one. You can also enter your own aliments or download a list of ailments from the NLMD in ***Farm Records > Ailments*** (*see instructions page 20 s*)
4. Select one animal or many. The line(s) will then be highlighted and the number of animals selected displayed above the grid.
5. Select the medicine by clicking the left-hand side of the grid on the medicine that has been administered.
6. Enter the amount of drug administered. This is per animal for the whole course of treatment.
   Note: If you are treating an animal with a "part unit" of treatment (e.g. 1/3 tube) then enter 1/3 for the amount as this will enable the program to calculate a much more exact total quantity for all animals treated (i.e. do NOT use 0.33 instead of 1/3). If you are using, for example, 1 and 1/3 sachets per animal then enter the amount as 1 + 1/3 or 4/3.
7. Enter the name of the person who has administered the drug.
8. Click ***OK/Save*** to record the treatment. A message indicating that the treatment has been recorded will be displayed. Click ***OK*** to clear the message from the screen.
   Note: Once the treatment has been recorded, this screen will continue to display the animals you selected and the medicine selected. This is so that you can either treat the same animals with another medicine without having to reselect them or another group of animals with the same medicine without having to reselect it. If you are going to record another treatment before exiting the treatment screen then please ensure you deselect the animals or the medicine as necessary. You can do this by clicking Clear data input which will clear everything except the treatment start date or by selecting the first of the new group of animals or by selecting another medicine as appropriate.
9. If there is insufficient medicine in the grid, click on ***Purchase More Medicines*** to buy more medicines. (*See instructions pages 21/22*.)
10. To exit the treatment screen click ***Cancel/Exit***.

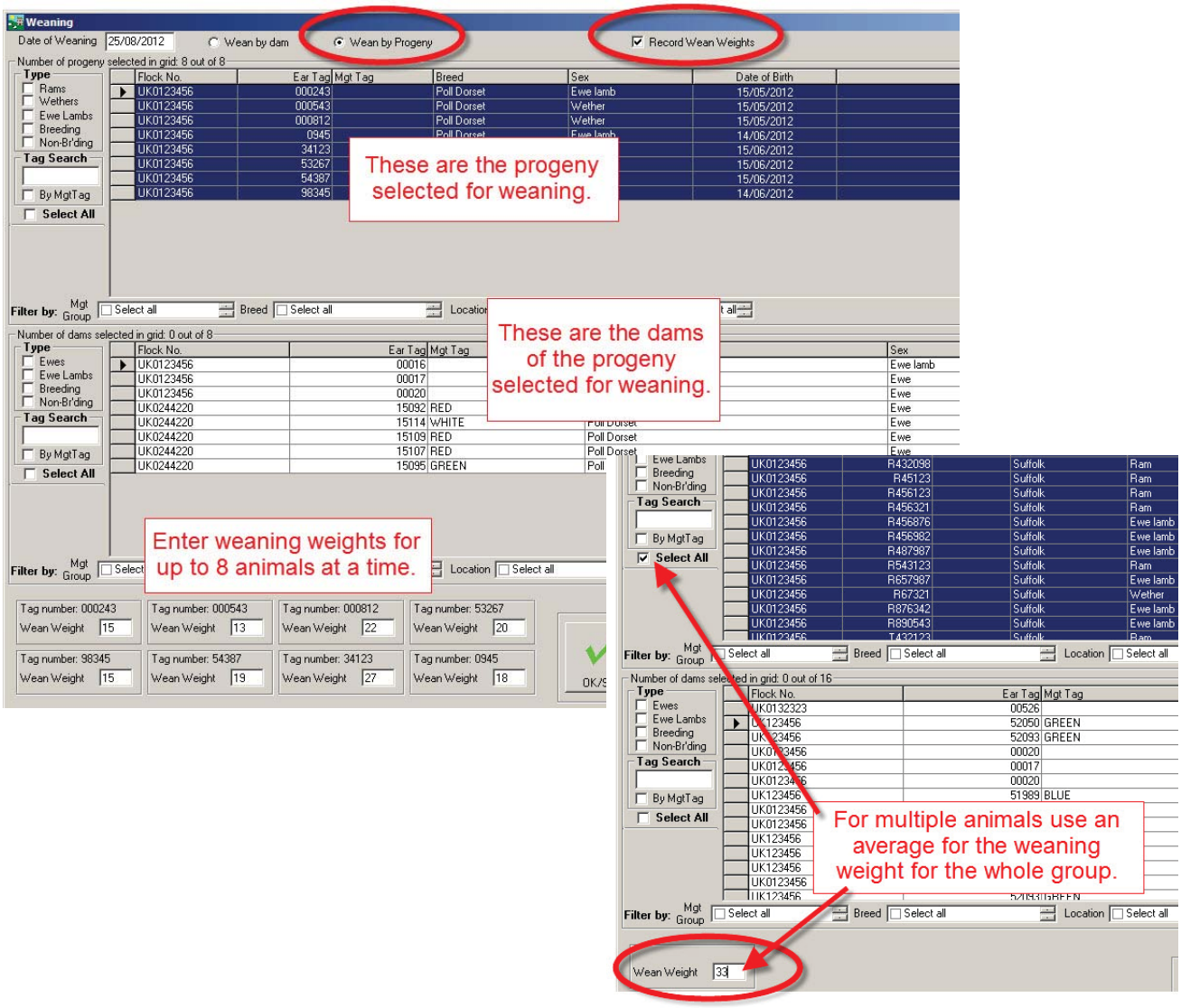

Treatment
Start Date 23/08/2012
End Date 25/08/2012
Problem being treated Mastitis
Add new ailment
Number of animals selected in grid: 1 out of 95
Type
Bulls
Steers
Cows
Heifers
Breeding
Non-Br'ding
Tag Search
By MgtTag
Select All
Herd No. | Ear Tag | Mgt Tag | Breed | Sex | Date of Birth | Age
UK123234 | 500765 | 765 | Charolais X | Steer | 04/05/2011 | 479d
UK123288 | 608756 | | Aberdeen Angus | Steer | 02/05/2011 | 481d
UK123443 | 100668 | | Aberdeen Angus X | Cow | 25/09/2008 | 1430d
UK123443 | 600680 | | Aberdeen Angus X | Cow | 01/10/2008 | 1424d
UK123451 | 400022 | | Limousin X | Cow | 04/03/2002 | 3827d
UK123451 | 700228 | | Limousin X | Heifer | 12/04/2010 | 866d
UK123451 | 100229 | | Limousin X | Heifer | 13/04/2010 | 865d
UK123451 | 200230 | | Limousin X | Heifer | 17/04/2010 | 861d
UK123451 | 300231 | | Limousin X | Heifer | 18/04/2010 | 860d
UK123451 | 400232 | | Limousin X | Heifer | 20/04/2010 | 858d
UK123451 | 500233 | | Limousin X | Heifer | 22/04/2010 | 856d
UK123451 | 700235 | | Limousin X | Steer | 27/04/2010 | 851d
UK123451 | 100236 | | Limousin X | Heifer | 28/04/2010 | 850d
UK123451 | 300238 | | Limousin X | Heifer | 02/05/2010 | 846d
UK123451 | 400239 | | Limousin X | Steer | 30/04/2010 | 848d
Filter by: Mgt Group Select all | Breed Select all | Location Select all | Birth Year Select all
Medicine
Name | Batch | Amount | Unit | Date Purchased | Expiry Date | Cost
Pen & Strep Suspension for Injection | 0343-50 | 71 | Millilitres | 07/02/2011 | 25/08/2012
Rycoben SC 2.50 % w/v Oral Suspension for sheep | P608351 | 590 | Millilitres | 22/02/2011 | 30/04/2012
RYCOBEN SC FOR SHEEP | P608/196 | 10 | Millilitres | 15/03/2006 | 01/06/2006
RYCOBEN SC FOR SHEEP | P608/244
Scabivax Forte | 0013-93
Selectan 300 mg/ml Solution for Injection for Cattle and Swine | 7X0L-1
Spectam Scour Halt oral solution 50 mg/ml | 388A3
Spectam Scour Halt oral solution 50 mg/ml | 397A1
Spectam Scour Halt oral solution 50 mg/ml | 399A1
Enter the total amount of medicine per animal - 10 ml per day for three days is 30 ml.
Purchase More Medicines
You have no current valid farm assurance scheme membership. Select one from the list below to view the assurance standards of that scheme.
Total amount per animal - you can use fractions (e.g. 1/3 or 2/3 or 4/3 etc.) if appropriate
30
Millilitres
Administered by
Andrew
Clear data input
OK/Save
Cancel/Exit

Recording Weaning

Weaning

There are two ways to record weaning – either by choosing the lamb / calves first or by selecting the dam. Whichever is selected the other grid will display the relevant progeny / dam. Wean weights can also be recorded in this screen.

1. From the menu bar select: ***Animal Records > Weaning***
2. There are two choices for weaning **-** ***Wean by dam*** and ***Wean by Progeny***
3. If ***Wean by progeny*** is selected then all the lambs or calves that are currently still nursing their mothers appear in the top grid. You can select individuals or use the usual filters - management group, breed, location. When a lamb or calf is highlighted, its dam shows on the bottom grid.
4. If ***Wean by Dam*** is selected then all the dams currently nursing lambs or calves appear in the bottom grid. Select individual dams or use the filters. When a dam is highlighted all her progeny will appear in the top grid. You can de-select a lamb or calf that you don't want to wean by holding the Ctrl key and clicking beside its number on the grid.
5. If you want to manually enter weaning weights for each lamb or calf you can select up to eight animals at a time and weight boxes will appear at the bottom of the screen.
6. If you select more than eight or ***Select All*** then just one box will appear at the bottom and you can enter one average weight for the entire group.


Weaning
Wean by dam
Wean by Progeny
Record Wean Weights
These are the progeny selected for weaning.
These are the dams of the progeny selected for weaning.
Enter weaning weights for up to 8 animals at a time.
For multiple animals use an average for the weaning weight for the whole group.

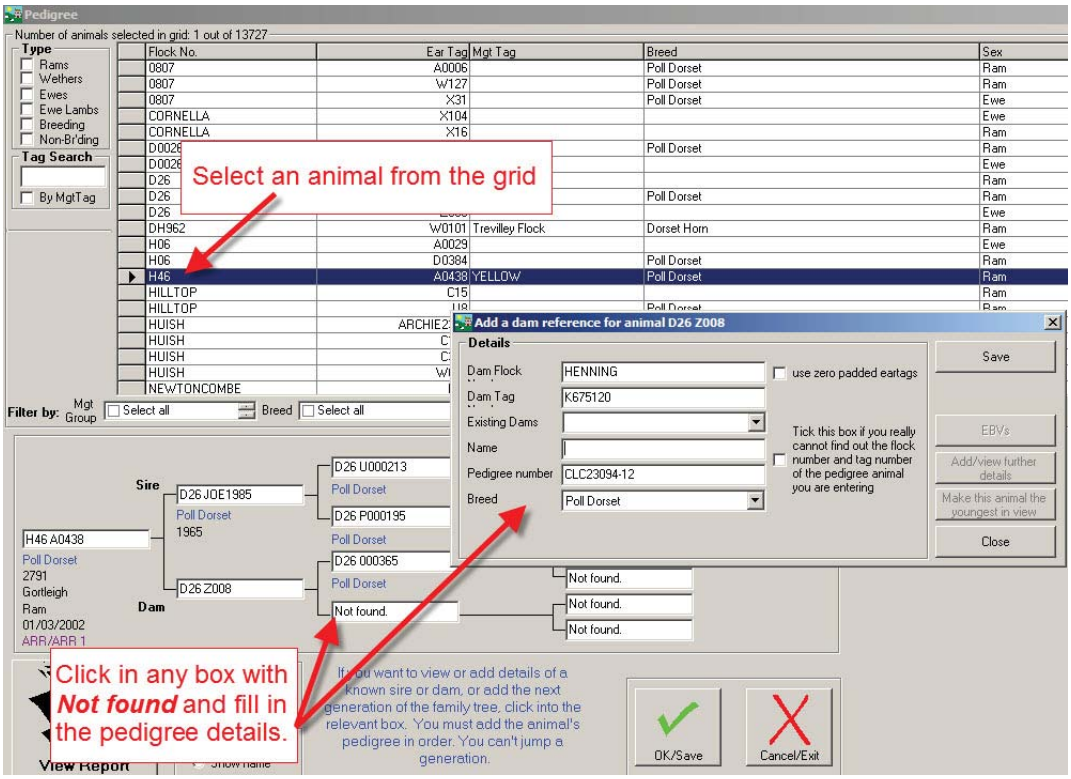
Pedigrees

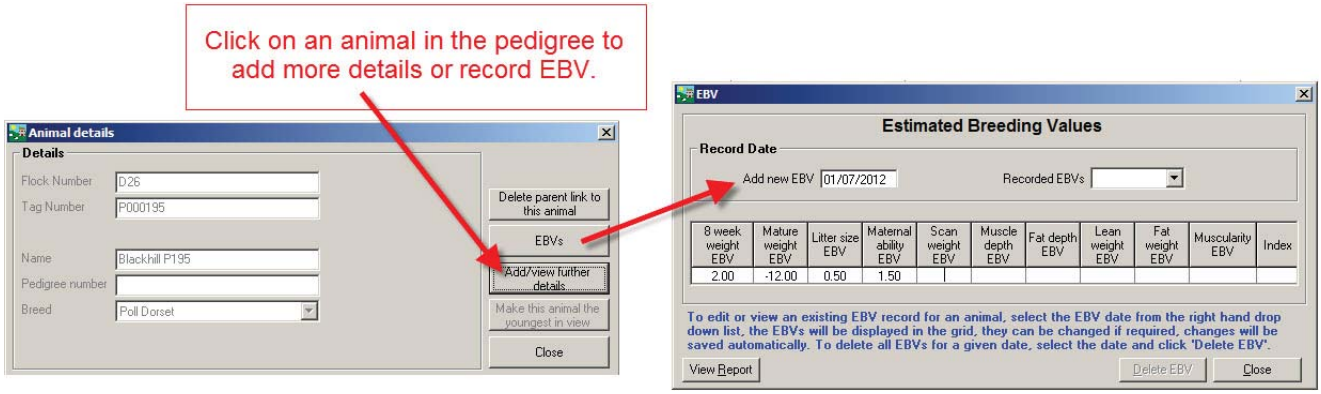
Pedigree

The grid is populated with all animals that are or have been on farm. Select an animal in the usual way. All known lineage will be displayed. If you wish to add further historical details, click into the relevant box where it says ***Not found***. If it is a sire that you are adding you will be asked if it is an AI Sire or not. Add the additional details and click on ***OK/Save***.

If you would like to view or add details further back than four generations, click on one of the sires or dams to make this the youngest animal in the pedigree.

This screen can be used to view lineage of all animals – not just pedigree animals.


Pedigree
Select an animal from the grid
Add a dam reference for animal D26 Z008
Click in any box with Not found and fill in the pedigree details.
OK/Save
Cancel/Exit



Deleting or Correcting Records

Deleting or Correcting Records

If you accidentally update an animal's record with incorrect information (for example sending an animal to market on the wrong date) there are several ways of correcting it. A previous backup of your data can be restored but this will overwrite all other data you have entered since that backup was taken. If you have made a major error, for example accidentally recording the death of all your animals, then restoring from a previous backup is your only option as it will return all your data to exactly how it looked before the catastrophe – the more recent the backup, the better.

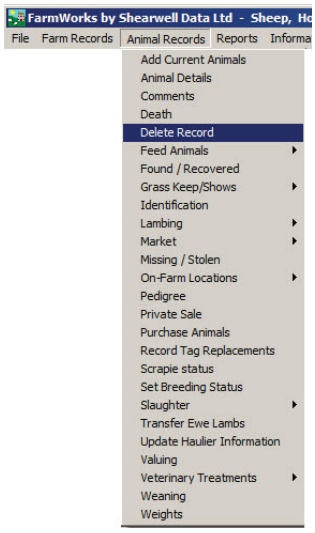
Some data can be changed in ***Animal Records > Animal Details***. Sometimes the best solution is to partially delete the record through the ***Animal Records > Delete Record*** screen.

Changing information in Animal Details

Certain information can be changed in the ***Animal Details*** screen, by selecting the relevant animal and overtyping details as required. Detail that can be changed here includes: Date of Birth, Sex (sheep only), Breed, Sire or Dam tag, Comments, Weight, Sale / Slaughter Details and Management Tag. After changing an entry click on ***OK / Save***.

Deleting information in the *Delete Record* screen

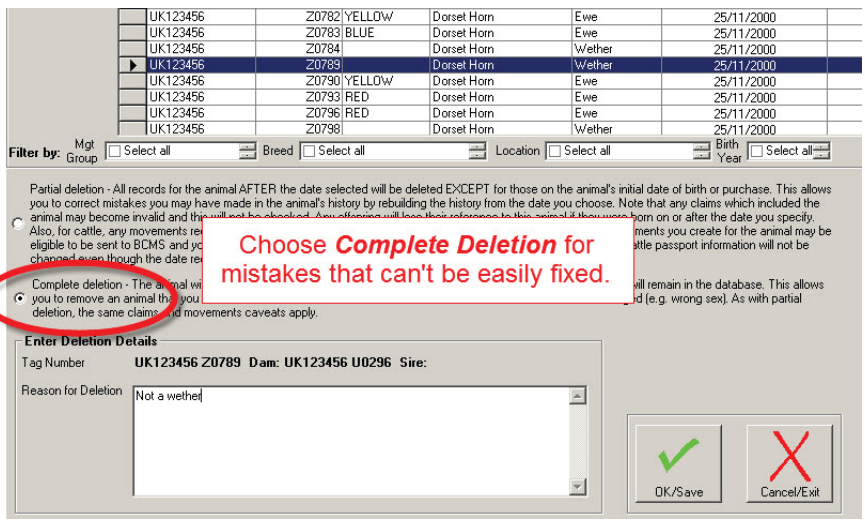
Go to Animal Records > Delete Record. You will see a list of your animals. In the lower half of the screen are two option buttons - ***Partial deletion*** and ***Complete deletion***.



Complete Deletion

As it suggests, Complete deletion removes the entire animal record and there will effectively be no trace of it left in the program – it will be as though the animal was never entered.

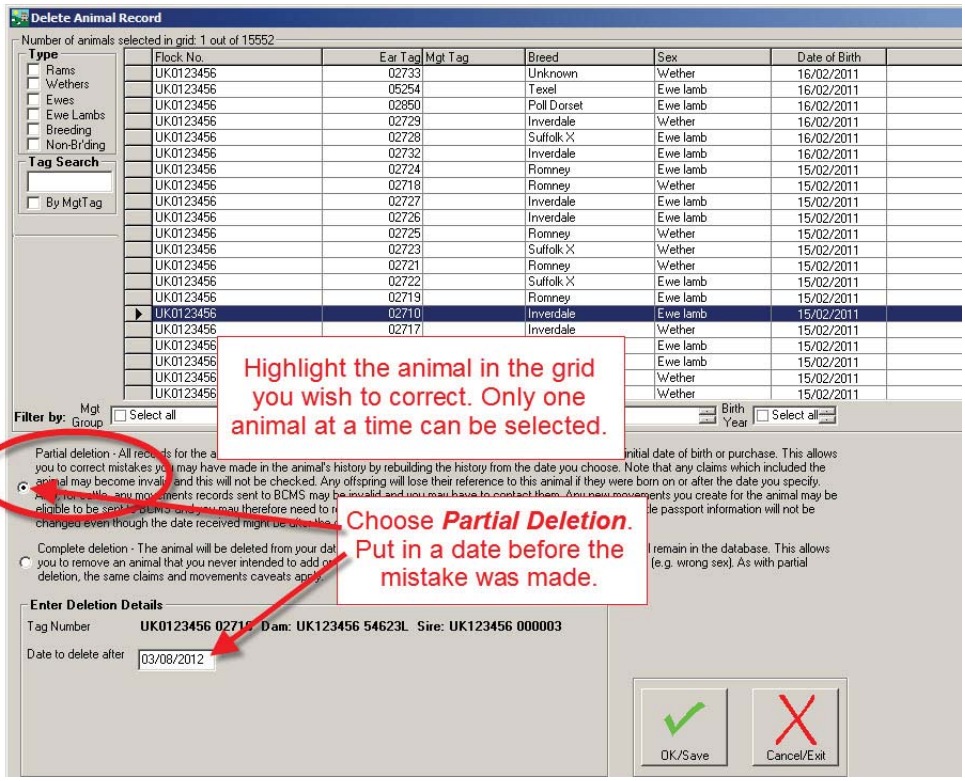
Note that with either partial or complete deletion, it is not possible to select multiple animals – only one animal can be changed at a time. If you accidentally recorded the sale of fifty animals, that would be fifty partial deletions. While this is a pain, it doesn't actually take that long as certain information is retained on the screen. The program used to allow multiple deletions, but people ended up accidentally deleting all their records, so it was the lesser of two evils. If you had made a backup beforehand you could just restore that and all of the data would be returned to how it had looked when the backup was taken – for many reasons, the importance of making regular backups cannot be emphasised enough.


UK123456 Z0782 YELLOW Dorset Horn Ewe 25/11/2000
UK123456 Z0783 BLUE Dorset Horn Ewe 25/11/2000
UK123456 Z0784 Dorset Horn Wether 25/11/2000
UK123456 Z0789 Dorset Horn Wether 25/11/2000
UK123456 Z0790 YELLOW Dorset Horn Ewe 25/11/2000
UK123456 Z0793 RED Dorset Horn Ewe 25/11/2000
UK123456 Z0796 RED Dorset Horn Ewe 25/11/2000
UK123456 Z0798 Dorset Horn Wether 25/11/2000
Filter by: Mgt Group Select all Breed Select all Location Select all Birth Year Select all
Partial deletion - All records for the animal AFTER the date selected will be deleted EXCEPT for those on the animal's initial date of birth or purchase. This allows you to correct mistakes you may have made in the animal's history by rebuilding the history from the date you choose. Note that any claims which included the animal may become invalid and the
Choose Complete Deletion for mistakes that can't be easily fixed.
Complete deletion - The
you to remove an animal th
deletion, the same claims
Enter Deletion Details
Tag Number UK123456 Z0789 Dam: UK123456 U0296 Sire:
Reason for Deletion Not a wether
OK/Save
Cancel/Exit

Deleting or Correcting Records

Partial Deletion

1. To remove events incorrectly recorded against an animal's record select the animal you are interested in and select the ***Partial deletion*** option.
2. Enter the date after which you want all events to be deleted (so enter the last date on which the record was correct) - you may wish to first check that animal's event dates through '***Show Event Report History***'. This can be found by clicking on the button on the right-hand side of the screen, selecting the animal and viewing the report. Note that in the case of a movement, for example, the partial deletion will not record the animal as having had the incorrect movement reversed, it will be as if the incorrect movement had never been recorded.
3. Click ***OK/Save*** to record the partial deletion.


Delete Animal Record
Highlight the animal in the grid you wish to correct. Only one animal at a time can be selected.
Choose Partial Deletion. Put in a date before the mistake was made.
Enter Deletion Details
Date to delete after
03/08/2012
OK/Save
Cancel/Exit

Correcting mistakes when recording lambing or calving

If a dam has incorrect information entered about a recent lambing or calving there is a two-step process to undo the birth event.

1. Use a Partial Deletion for the ewe or cow from the date before the birth. Click ***OK/Save*** to record the partial deletion.
2. Use a Complete Deletion to remove the lambs or calves. Click ***OK/Save***.
3. Return to the lambing or calving screen to enter correct information for that dam.

Reports

Creating Reports

All the data you collect in FarmWorks can be used to generate reports. Select ***Reports*** from the main menu bar and then the area to be reported on, for example Movements. You are then presented with a screen where you can tailor the report to your requirements, by selecting the type and/or breed of animal, date or age ranges, management groups and more.

Setting up the Report

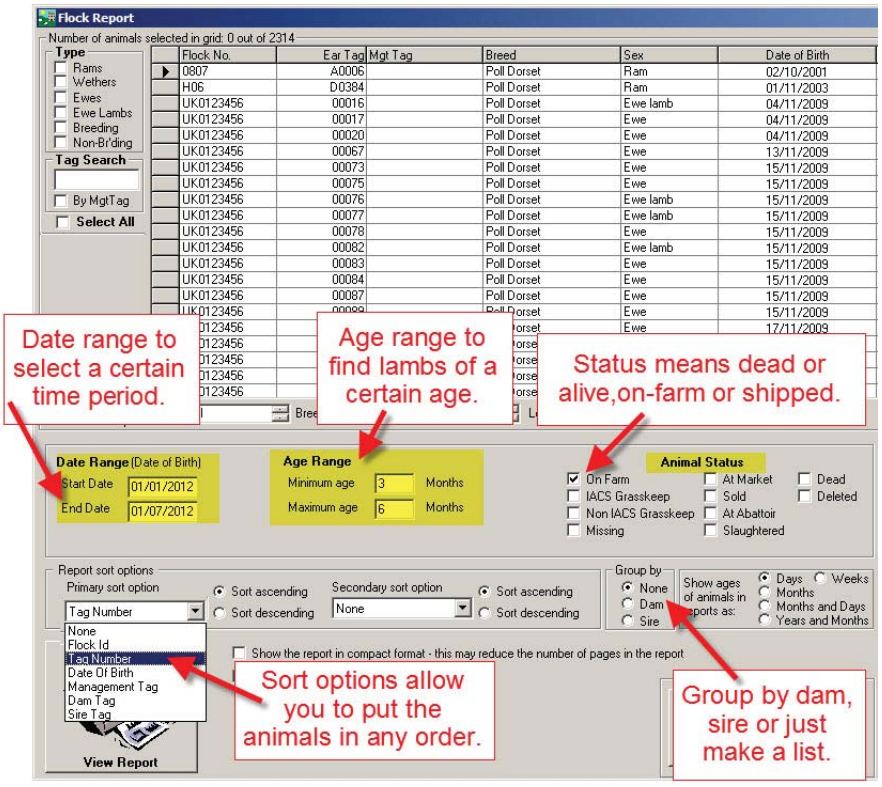
All reports work in the same way, but all have different sorting options depending on the report. As with grids throughout the program, you can either select individual animals, management groups or filter the grid by the various options. If no animals are selected all the animals in the grid will be included in creating the report. The total number of animals selected is shown at the top of the grid.

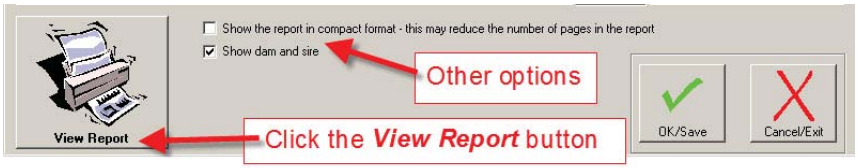
Date Range

All reports can be shown either for all records or for records between certain dates.

Sort Order

To select the order in which you would like the report printed, select an option from the drop down list. For example, selecting date will order the report in date order, selecting tag number will order the report in tag number order. These can either be shown as ascending or descending.



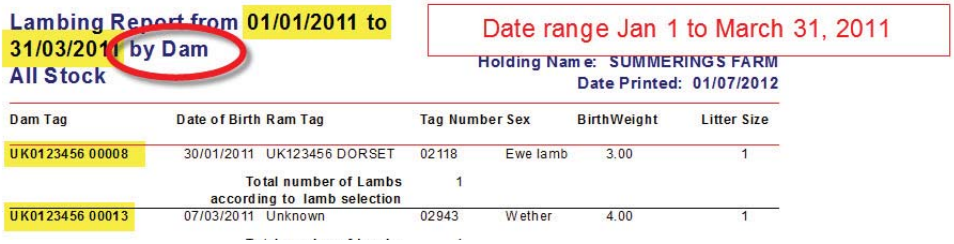

Show the report in compact format - this may reduce the number of pages in the report
Show dam and sire
Other options
View Report
Click the View Report button
OK/Save
Cancel/Exit

Reports

Grouping on a Report

Some reports have additional options of grouping. These can be grouped by dam, by source or by sire and display an average at the bottom of each group.

Please note that the animals will be displayed on a report in the selected 'sort by' or 'grouped by' options, and not the order displayed in the grid.


Lambing Report from 01/01/2011 to 31/03/2011 by Dam
All Stock
Date range Jan 1 to March 31, 2011
Holding Name: SUMMERINGS FARM
Date Printed: 01/07/2012
Dam Tag | Date of Birth | Ram Tag | Tag Number | Sex | BirthWeight | Litter Size
UK0123456 00008 | 30/01/2011 | UK123456 DORSET | 02118 | Ewe lamb | 3.00 | 1
Total number of Lambs according to lamb selection | 1
UK0123456 00013 | 07/03/2011 | Unknown | 02943 | Wether | 4.00 | 1

Printing Reports

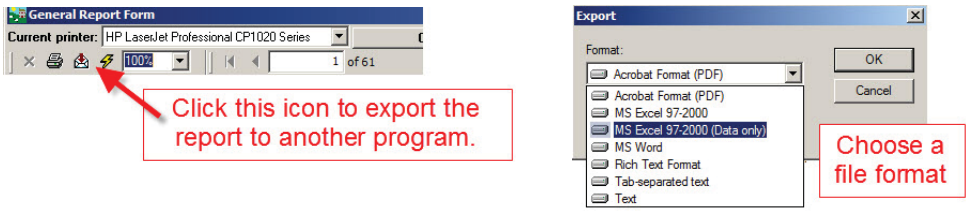
Select the records required for reporting and click on ***View Report*** (not on the OK/Save tick button). After a moment a preview of the report will be displayed on your screen with the option to print on the top left hand toolbar.

Choose the printer.
Number of pages in this report.
General Report Form
Current printer: HP LaserJet Professional CP1020 Series
Click here to add the animals in this report to a management group
100%
1 of 61
Click this icon to print your report.

Exporting Data from a Report

Once a report has been generated and is on the screen, you are able to export the data from the report to a variety of file formats for viewing outside FarmWorks.

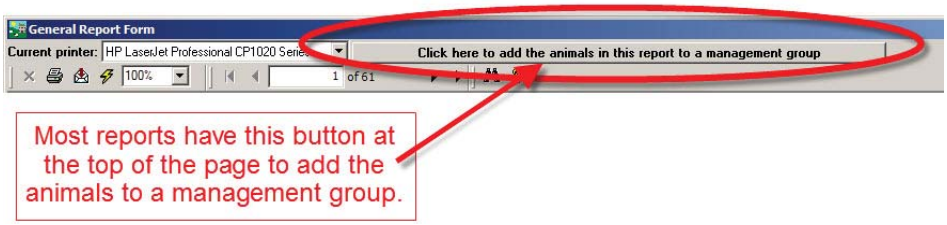
1. Click on the symbol of the opened envelope next to the printer icon at the top left hand side of the screen.
2. Choose the format that you would like to save the data in and click ***OK***.
3. Select whether you would like all of the pages exported or selected pages and click ***OK***.
4. Using the drop down list select where you would like to save the document. Name the document and click ***Save***. You will then be able to open that report outside FarmWorks from wherever you have saved it.



Adding Animals in a Report to a Management Group

FarmWorks has the facility to add any animal that is shown in a report into a management group. When the report is viewed ***Click here to add the animals in this report to a management group*** appears at the top of the page.

Follow the instructions on page 23 to learn how to use this feature.


General Report Form
Current printer: HP LaserJet Professional CP1020 Series
Click here to add the animals in this report to a management group
100%
1 of 61
Most reports have this button at the top of the page to add the animals to a management group.

Reports

A Brief Description of the Reports

Barren Ewes / Cows
Females that have been recorded in the ***Animal Records > Lambing > Confirmed in / out of lamb*** screen as being barren will be displayed in this report.

Lambing/Calving
This report can be grouped by dam or sire with the option to display dams that have never been on farm. The 'Breeding' filter is ticked as default. A female that has given birth but not recorded as breeding in either the ***Animal Details*** screen or ***Options*** will not be displayed unless both (or neither) of the filter boxes are ticked.

Annual Flock Record
This report provides a list of movements and running totals of either male or female animals. It does not list tag numbers. See the movements report for a running total listing animal tag numbers.

Flock Report
This report provides a list of animals – tag number, management tag, breed, sex, colour, DOB and location. There are options to reduce the information displayed on the page by clicking on the option at the bottom of the screen to view the animals in compacted order, and additional options of grouping by dam or sire.

Holding Register (sheep)
This is the official holding register, populated with the information required by legislation for the country of your holding.

Official Ear Tag Changes
Displays tag numbers that have been changed.

Projected Lambing / Calving Dates
Shows tag number, management tag number, breed, sex and estimated birth date.

Tupping / Service
Report showing female tag number, date of service, estimated birth date, sire tag number and sire management tag number.

Stock Totals (cattle)
This is a useful report for detailing or summarising stock on farm on any give date. For example, use this report to calculate stock levels for the Defra June Return or for end of year accounts. Enter the date that you would like the report to calculate stock for and select whether you would like a summary report, a detailed report or an official report (this shows which category the animals come into – for example ewe lamb under 6 months etc). Detailed reports also provide the usual sort by options. If selecting animals under 6 months, note that the age range must be from 0 to 5 months. This will include all animals under 6 months.

Comments
This report displays comments that have been recorded against an animal. These can be recorded in ***Animal Records > Comments***, ***Animal Records > Animal Details***, or in ***Animal Records > Lambing > Lambing born alive*** or on the Psion Workabout Pro. The report can be displayed showing all comments, or comments containing key words.

EBV
For those animals that have EBV details these are displayed here.

Reports

EID
There are a number of types of report that can be generated in this screen, mainly relevant to animals with EID tags having had activity recorded against them with the Stock Recorder.
- A list of animal with their EID numbers
- A list of EID reads, showing the tag number, EID number (s) dates of read and read events
- Animals whose EID tags haven't been read within a chosen date range
- Animals with EID tags which haven't been 'handled' via the Stock Recorder within a chosen date range.
- Animals without EID tags

Feeds Eaten
This report lists the name of the feed, batch number, supplier, amount fed, period fed and cost per animal.

Feed List
This lists all feeds on farm.

Fields Management
There are various reports that can be produced from this screen. Activities that have been performed in the fields such as ploughing and sowing can be displayed. Lists of fertilizer and seed purchases can also be produced.

Fostering
This report shows fostering details including the date of fostering, the reason, the natural dam and the foster dam. This report can be listed by natural dam or by foster dam.

Grade
All animals that have had the slaughter details recorded will be displayed in this report. This report will show the number of animals in each part of the grid together with average weight and price for that group. Sire breed, dam breed, sire, dam etc can grouped in this report.

Locations / movements
This report displays animals at specific on farm locations. There are two options for this report: -
- View animals locations on a specific date
- View animals movements between dates

Losses
This report displays a list of animals that have either died or are recorded as missing. Where they have died, the reason for death is shown.

Management Groups
Animals are grouped into management groups in this report. Listing tag number, mgt tag number, breed, DOB and age (in months). The report shows all stock. To see a specific management group, use the filter under the grid to select a group. Note that his report will show all the management groups that the selected animals are in, if they are in more than one – i.e. it is a report to show which management groups selected animals are in, rather than specifically which animals are in a particular management group.

Medicines on Farm
There are two options for this report, either to show all medicines purchased, or to only show current medicines on farm. The report shows the name of the medicine, the manufacturer, supplier, batch number, date purchased, amount purchased, amount left in stock and the expiry date.

Reports

Movements

There are two reports that can be generated from this screen.

- Movement Report - provides a running total of animals on farm showing all movements , births and deaths and listing animals individually
- Herd Book - shows the official Herd Book listing all animals and showing movements on and off together with births and deaths.

Pedigree

This report shows the parental lineage of all animals, not only pedigree animals. Additional information can be added in this screen.

Sales

This report shows all animals that have been sold either through a market or at a private sale. The reports can be displayed showing only home bred stock, only bought in stock or all stock and can be grouped by dam, by sire or by source.

Slaughter

This report displays the kill details for animals slaughtered at abattoir. The reports can be displayed showing only home bred stock, only bought in stock or all stock and can be grouped by dam, by sire or by source. There are additional filters on the grid for grade, source and kill sheet.

The report also has an option to provide a sire summary for homebred stock allowing the performance of sires to be compared easily.

Transport Documents

Empty certificates or previous certificates can be printed. This includes FCI forms and the AML1 forms for sheep.

Veterinary

These reports can be printed either by medicine or by animal. By using the multiple selection methods outlined previously you can select one or more medicines and the report will list which animals had the treatment. By selecting the 'By animal' option, the screen is populated with the normal grid and you may select animals in the usual way.

The report shows herd and tag number, medicine, dosage, batch number, treatment start and end dates, withdrawal date, administered by, supplier and reason for treatment.

Weaning

This report has the options to display current stock or all stock and can be grouped by dam or none. There are options to view other information by ticking or un-ticking the options on the right hand side of the screen.

Weight

The weight report has the option to select all stock, Home Bred stock or Bought in stock. Animals can be grouped by Source, by Dam or by Sire and there are various options to display the age of the animal. This report will display the animal details and weights. Current Stock or All stock can be displayed.

Weight Gain

The weight gain report has the option to select all stock, Home Bred stock or Bought in stock. This has additional options to group by dam, sire, sire summary or source. This report calculates the weight gain for any animal that has at least two weights. The report can be narrowed down to shorter periods if required.

Connecting to BCMS

Data Transfer options.

These allow you to send or receive data between FarmWorks and outside sources. Many of them concern BCMS or CTS, and only relate to cattle – they are marked as such below.

If and when a national database is created for sheep, it will become our highest priority to add the appropriate functionality.

To use any of the BCMS/CTS transfer options you will need your CTS Webservices user ID and password. This is not the same as the Government Gateway username and password that you would use for the CTS website (CTS Online).

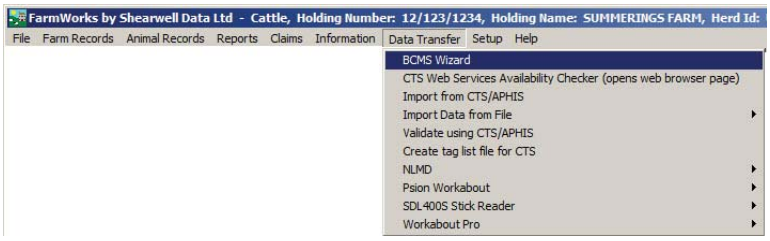
To get the appropriate details contact BCMS on their general enquiry line and ask them very specifically for your holding's CTS Webservices user ID and password and for them to ensure that it is still active (BCMS tel: 0845 050 1234).

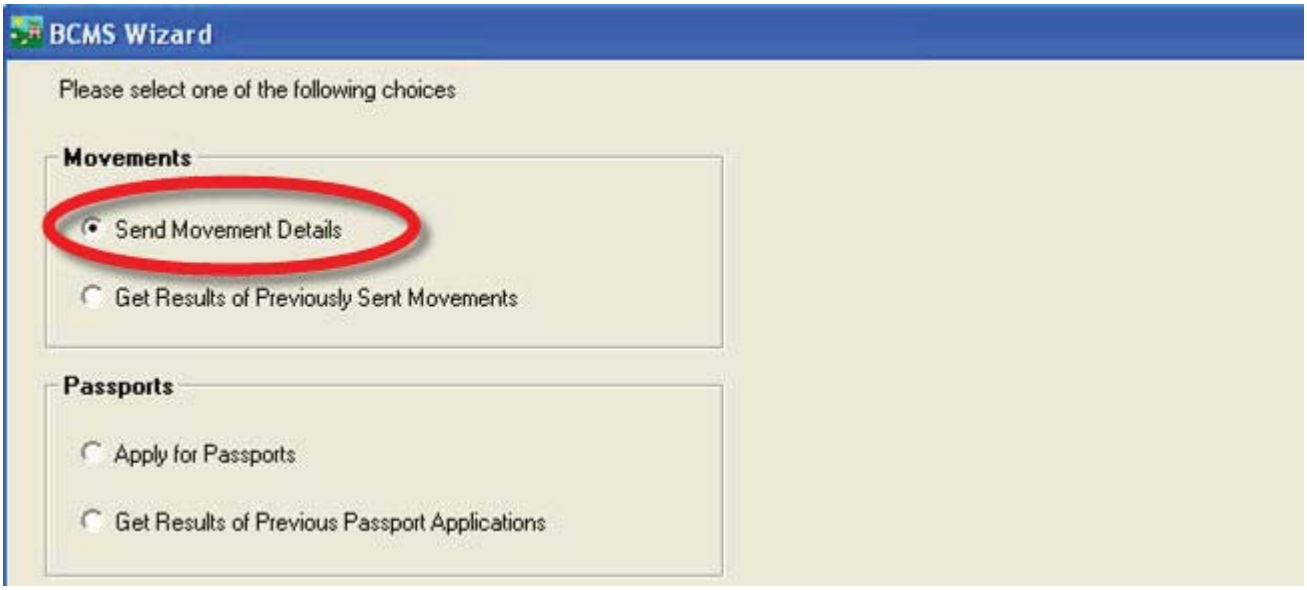
You will be asked for your CTS Webservices user ID and password when you first try to use any of these functions. FarmWorks will then remember them.

BCMS Wizard (Cattle)

Send Movements or Apply for Passports

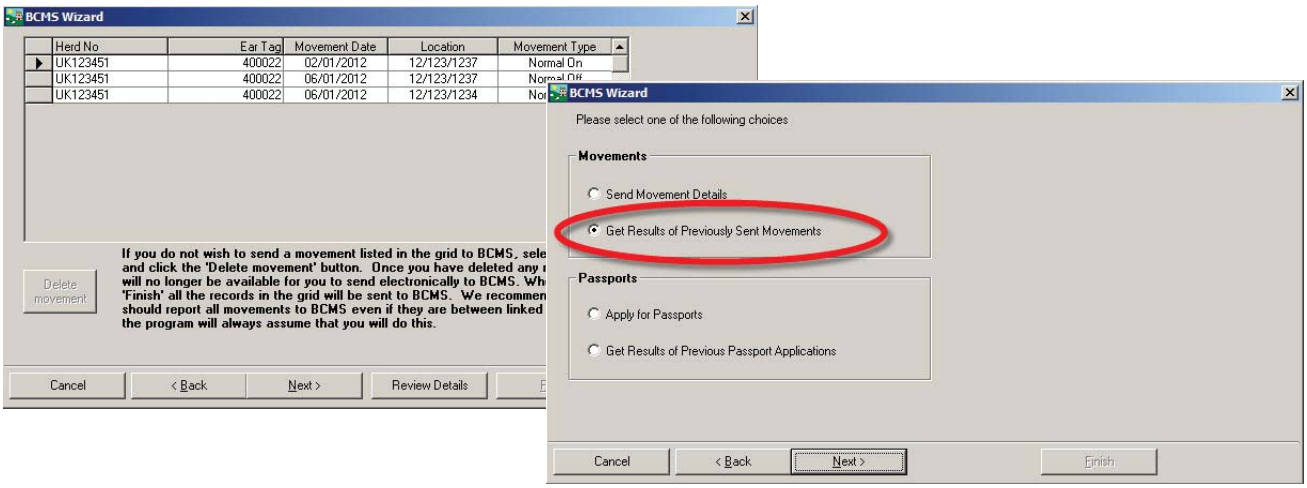
1. Go to ***Data Transfer > BCMS Wizard.***
2. Choose option to send movements or apply passports.



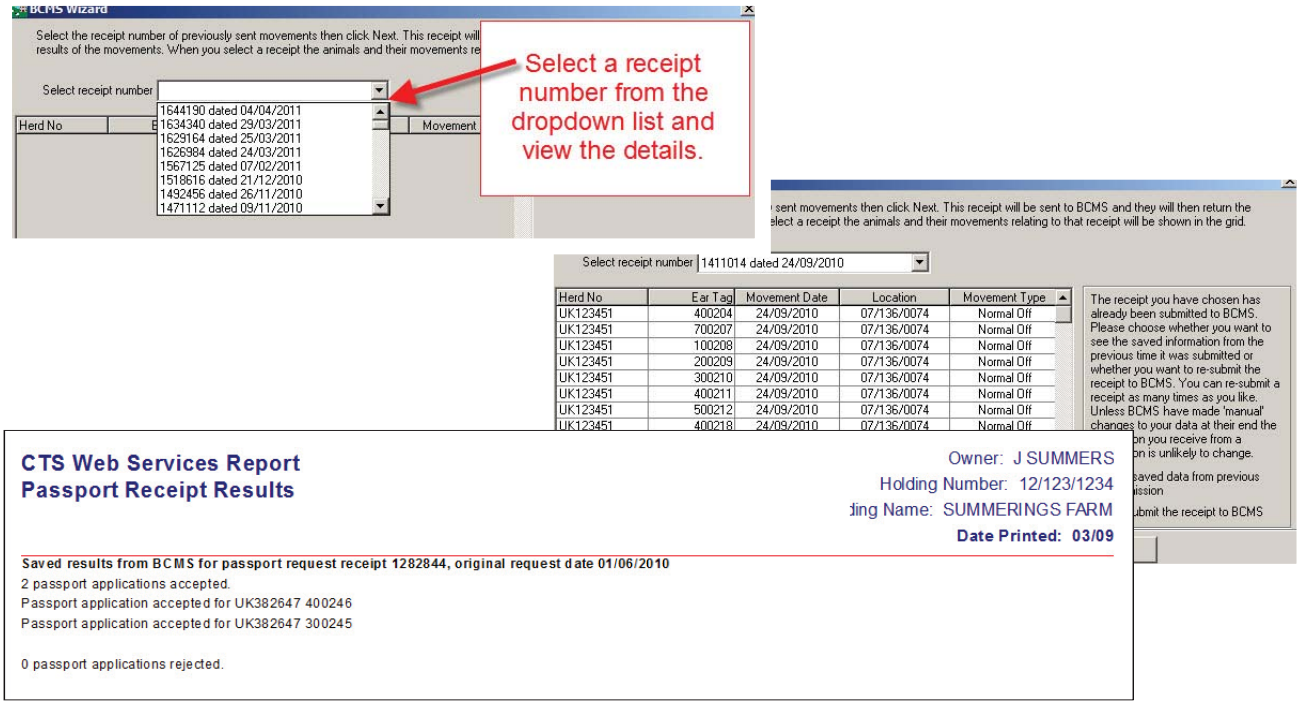


Connecting to BCMS

3. Review the list of animal records. If you do not wish to send a particular record, highlight it on the grid and click ***Delete the Selected BCMS Record Above.*** Click ***Next.***



4. The Wizard will contact BCMS and a receipt number will be returned.
5. Go back to the selection screen and choose “Get Results from Previously Sent Movements” or “Get Results of Previous Passport Applications” .
6. Check the receipt to confirm that the movement (or passport) was accepted. Select the receipt number off the list and check the details.

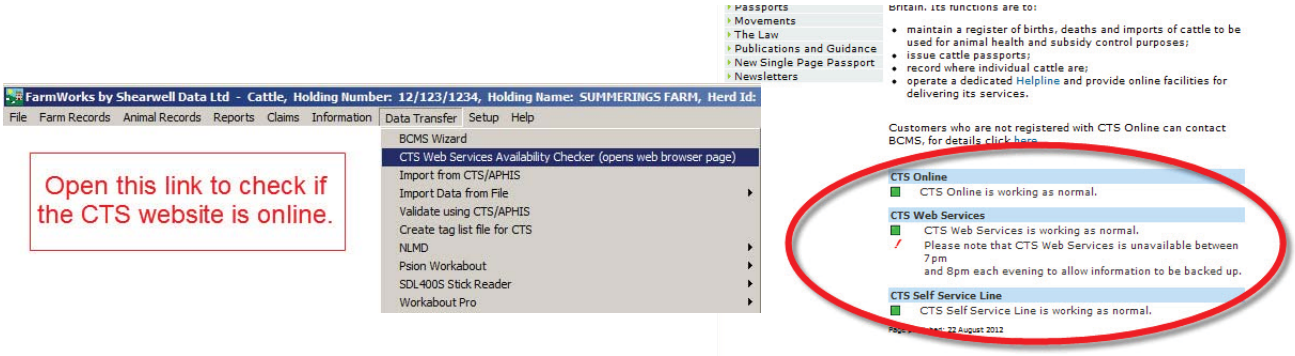

Select receipt number
1644190 dated 04/04/2011
1634340 dated 29/03/2011
1629164 dated 25/03/2011
1626984 dated 24/03/2011
1567125 dated 07/02/2011
1518616 dated 21/12/2010
1492456 dated 26/11/2010
1471112 dated 09/11/2010
Select a receipt number from the dropdown list and view the details.
Select receipt number 1411014 dated 24/09/2010
Herd No
Ear Tag
Movement Date
Location
Movement Type
UK123451 400204 24/09/2010 07/136/0074 Normal Off
UK123451 700207 24/09/2010 07/136/0074 Normal Off
UK123451 100208 24/09/2010 07/136/0074 Normal Off
UK123451 200209 24/09/2010 07/136/0074 Normal Off
UK123451 300210 24/09/2010 07/136/0074 Normal Off
UK123451 400211 24/09/2010 07/136/0074 Normal Off
UK123451 500212 24/09/2010 07/136/0074 Normal Off
The receipt you have chosen has already been submitted to BCMS. Please choose whether you want to see the saved information from the previous time it was submitted or whether you want to re-submit the receipt to BCMS. You can re-submit a receipt as many times as you like. Unless BCMS have made 'manual' changes to your data at their end the
CTS Web Services Report
Passport Receipt Results
Owner: J SUMMERS
Holding Number: 12/123/1234
SUMMERINGS FARM
Date Printed: 03/09
Saved results from BCMS for passport request receipt 1282844, original request date 01/06/2010
2 passport applications accepted.
Passport application accepted for UK382647 400246
Passport application accepted for UK382647 300245
0 passport applications rejected.

VERY Important – you must check your receipts. The BCMS receipt only confirms that they have received your passport application or movement notification. This does not mean that they have actually processed it. Use this facility in the program to check the receipt number for previous passport applications and movements to ensure that BCMS have processed them fully.

Connecting to CTS

CTS Webservices Availability Checker (Cattle)

If you are normally able to connect to BCMS through FarmWorks, but on any particular occasion encounter a problem, this connects to their website where you can see if CTS Webservices is operational. This site is maintained by CTS – we cannot guarantee that the information on it is up to date.


FarmWorks by Shearwell Data Ltd - Cattle, Holding Number: 12/123/1234, Holding Name: SUMMERINGS FARM, Herd Id:
File Farm Records Animal Records Reports Claims Information Data Transfer Setup Help
BCMS Wizard
CTS Web Services Availability Checker (opens web browser page)
Import from CTS/APHIS
Import Data from File
Validate using CTS/APHIS
Create tag list file for CTS
NLMD
Psion Workabout
SDL400S Stick Reader
Workabout Pro
Open this link to check if the CTS website is online.
Passports
Movements
The Law
Publications and Guidance
New Single Page Passport
Newsletters
maintain a register of births, deaths and imports of cattle to be used for animal health and subsidy control purposes;
issue cattle passports;
record where individual cattle are;
operate a dedicated Helpline and provide online facilities for delivering its services.
Customers who are not registered with CTS Online can contact BCMS, for details click here
CTS Online
CTS Online is working as normal.
CTS Web Services
CTS Web Services is working as normal.
Please note that CTS Web Services is unavailable between 7pm
and 8pm each evening to allow information to be backed up.
CTS Self Service Line
CTS Self Service Line is working as normal.

Import from CTS (Cattle)

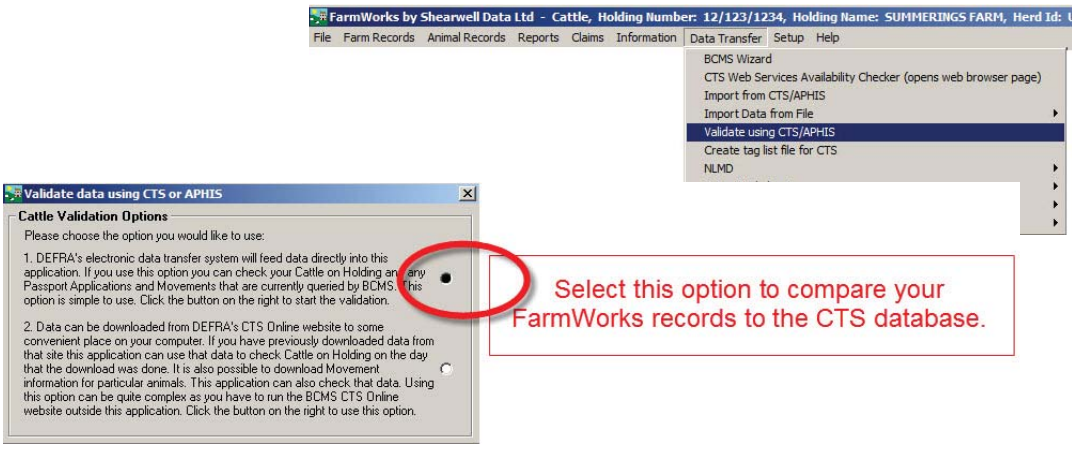
Import current stock from CTS (detailed under initial 'getting started' section).

Validating using CTS Online records (Cattle)

There are also two methods for comparing your data against that held by CTS. The recommended method is the first, automatic option – it's quick and easy, compared to the second option which produces exactly the same results but needs a lot more fiddling about.

This is a pretty useful way of checking that BCMS records match your own, and is worth doing fairly regularly (invaluable before an inspection). As the BCMS system updates overnight (starting at 7pm) their records may be 24 hours out of date, so if you used FarmWorks to notify them of a movement today, the validation might highlight that as a problem (until their system is updated with that movement 'tomorrow').

Open ***Data Transfer > Validate using CTS/APHIS*** and click the first option.


FarmWorks by Shearwell Data Ltd - Cattle, Holding Number: 12/123/1234, Holding Name: SUMMERINGS FARM, Herd Id:
File Farm Records Animal Records Reports Claims Information Data Transfer Setup Help
BCMS Wizard
CTS Web Services Availability Checker (opens web browser page)
Import from CTS/APHIS
Import Data from File
Validate using CTS/APHIS
Create tag list file for CTS
NLMD
Validate data using CTS or APHIS
Cattle Validation Options
Please choose the option you would like to use:
1. DEFRA's electronic data transfer system will feed data directly into this application. If you use this option you can check your Cattle on Holding and any Passport Applications and Movements that are currently queried by BCMS. This option is simple to use. Click the button on the right to start the validation.
2. Data can be downloaded from DEFRA's CTS Online website to some convenient place on your computer. If you have previously downloaded data from that site this application can use that data to check Cattle on Holding on the day that the download was done. It is also possible to download Movement information for particular animals. This application can also check that data. Using this option can be quite complex as you have to run the BCMS CTS Online website outside this application. Click the button on the right to use this option.
Select this option to compare your FarmWorks records to the CTS database.

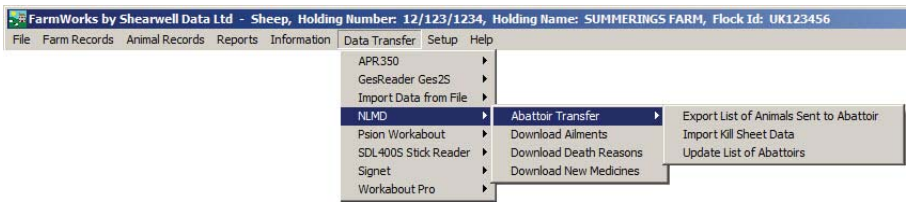
After the data transfer has taken place you will have up to three reports:

- Animals in your records but not in theirs – simply put, FarmWorks has the animal listed as being on your farm, but BCMS don't – perhaps you haven't applied for the passport or notified them of the 'on' movement?
- Animals in their records but not in yours – they think that the animal is on your farm – perhaps you haven't yet recorded the purchase on FarmWorks, or they haven't been notified of a death, or the abattoir hasn't told them, or you have sold the animal but BCMS aren't aware of the movement off your farm?
- Mismatches – normally something simple, like BCMS have the animal down as a Limousin but on FarmWorks it's been recorded as a Limousin X.

Connecting to NLMD

NLMD - National Livestock Management Database (Cattle and Sheep)
Items within this option allow you to import standard lists of ailments, death reasons and medicine details into FarmWorks. If you make backups of your data to the NLMD and your abattoir uploads kill data to the NLMD, then you can import kill sheet data for your animals.

Further information regarding the NLMD and its range of services can be found by visiting the NLMD website at www.nlmd.co.uk.



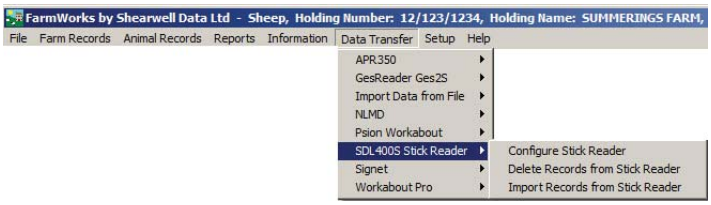
Connecting to SDL400S Stick Reader

SDL400S Stick Reader (Cattle and Sheep)

Provided that your PC is Bluetooth enabled, it can be linked to Shearwell's stick reader. The stick reader can read the EID tags of animals and put them into management groups, which can be imported into FarmWorks.

The EID number must already be known to FarmWorks, and the animal linked to that EID number must be present on the program. In the case of sheep with EID tags, issued 2010 onwards, the format of the tag, e.g. UK0123456 00123 is essentially the same as the EID number, so provided that the animal is present on Farm-Works and the tag number entered correctly, it will find a match.

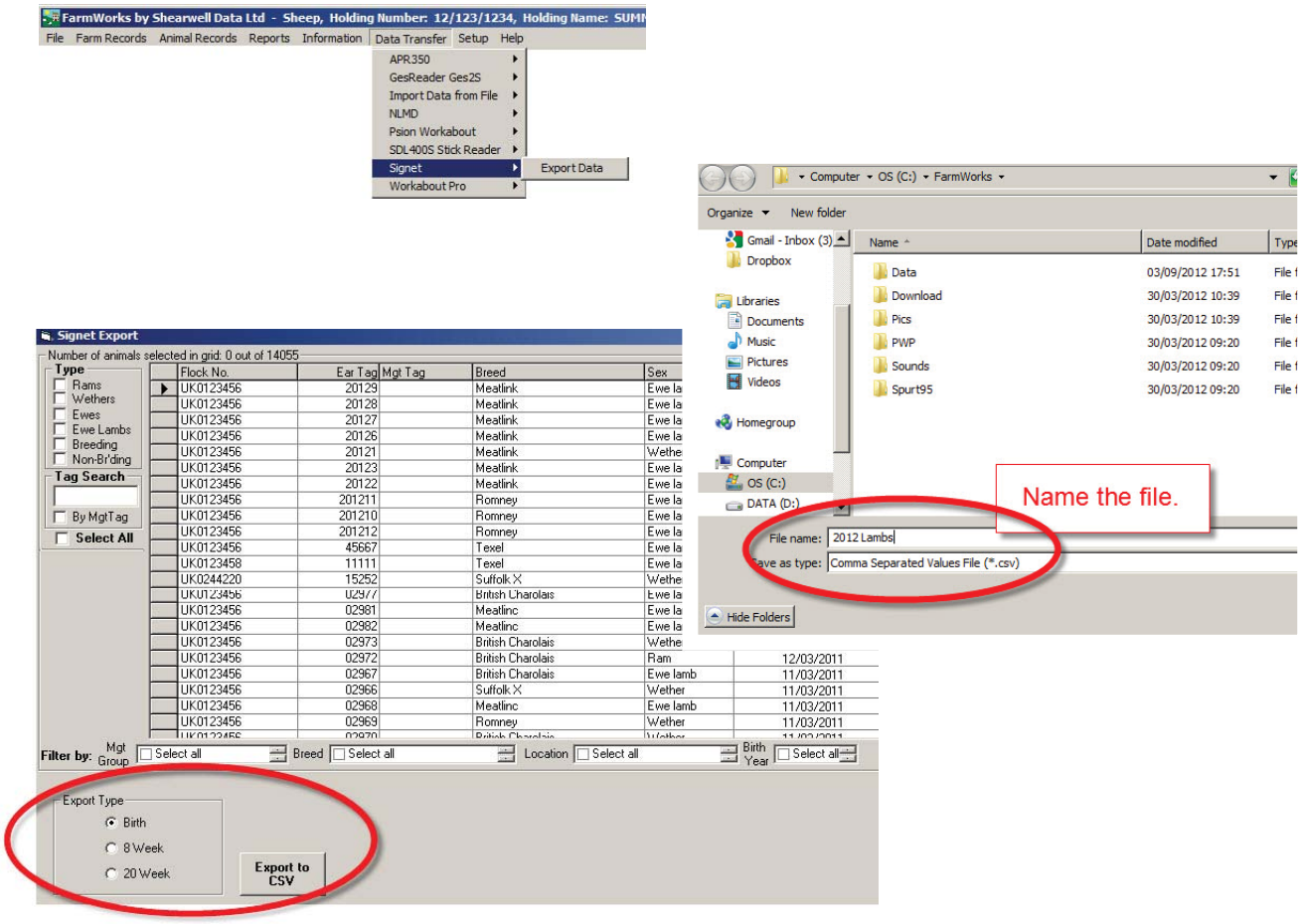
The EID chips in Cattle EID tags (and pre-2010 sheep EID tags) bear no obvious relationship to what's physically printed on the tag; for example the number electronically imprinted into an ear tag chip, the EID number, might look something like 0940000001245796, but the number on the tag itself would be of format UK123456 600001. When you purchase electronic tags your supplier will be able to provide you with a 'tag file' or 'tag bucket' that you can load into FarmWorks.



Connecting to Signet

Signet (Sheep)

This can be used to produce a file for births, 8 week and 20 week weights which can be sent to Signet. The file produced is in a format compatible with their software, so allowing them to import the required data directly into their system.



Contact Us

For technical support telephone:	**+44 (0) 1643 841814**
You can email technical support at:	**support@shearwell.co.uk**
For general enquiries telephone:	**+44 (0) 1643 841611**
Fax:	**+44 (0) 1643 841628**
Alternatively visit our website at:	**www.shearwell.co.uk**
You can visit the NLMD at:	**www.nlmd.co.uk**

Context-sensitive help is available within the program at any time by pressing the F1 key on the screen you need help on, or you can visit the online support website which contains a large database of easy to search, helpful information, including frequently asked questions. Please see **www.shearwell.co.uk**

Lines are open from Monday to Friday between 8am - 5pm GMT.